

DPW BUILDINGS AND STRUCTURES MAINTENANCE AND  
REPAIR SERVICE CONTRACT GUIDE

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FOREWORD

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This guide is designed to help installations develop acquisition packages for Buildings and Structures Maintenance and Repair Services. Additional supplemental guidance is contained in the U.S. Army Center for Public Work's DPW Service Contract Guide (P-10), dated April 1992.

This guide is formatted in accordance with (IAW) the Uniform Contract Format (UCF) prescribed by the Federal Acquisition Regulation (FAR) to help DPW performance work statement (PWS) writers and contracting officers assemble complete acquisition packages. It is divided into the following four parts:

PART I - THE SCHEDULE

PART II - CONTRACT CLAUSES

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

PART IV - REPRESENTATIONS AND INSTRUCTIONS

Each part has specific sections which contain information, instructions and examples pertaining to the development of a complete Buildings and Structures Maintenance and Repair Service Contract acquisition package. Special emphasis has been placed on PART I - SECTION C, Description/Specifications. Examples of Performance Work Statements (PWS) have been developed from an assortment of Installation Buildings and Structures Maintenance and Repair Contracts.

Use of this guide should result in an acquisition package containing performance-oriented work statements that are clear, concise, comprehensive, and relatively easy to administer and monitor once they are contracted.

Recommendations or suggestions for improvement are welcomed.  
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The humankind pronoun he and other gender-specific terminology used throughout this manual are applied in the general sense of mankind and are intended to include both males and females.

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## INTRODUCTION

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### 1. Background:

a. During the next several years, Army facility funds will continue to be cut to reduce budget deficits. This means that Operations and Maintenance (O&M) dollars must be spent where they will do the most good. There will be less funding available for correcting unwise decisions and deficiencies in contracts. Managers will remain responsible to the Commander to ensure that the mission is accomplished. Further, these managers will not likely be relieved of their responsibility by virtue of contracting out the work.

b. Performance Work Statement (PWS) writers and all others involved in contractual matters have a responsibility to develop the best possible acquisition packages. They also have a duty to utilize the most efficient methods within available resources. Incorporating these practices right from the start will help prevent future problems; therefore, the purpose of this guide is to implement effective procedures.

## 2. How\_to\_Use\_This\_Guide:

a. This guide follows the Uniform Contract Format (UCF). This format covers SECTIONS A through M, each of which comprise standard subject matter pertaining to Buildings and Structures Maintenance and Repair Service Contracts. The guide is designed to give PWS writers detailed instructions on the content to be inserted in each section using UCF.

b. Users of this guide will see the phrase NOTE TO WRITER throughout the narrative. When this phrase appears, instructions to PWS writers will clarify, expand upon, or recommend changes to the standard statements or other information provided, so that requirements peculiar to an individual installation can be addressed. These notes, where they are included, should be carefully read in the context of the surrounding guide paragraphs to gain a clear understanding of their meaning and intent.

c. Users will quickly become aware that contract terms and language, which are mainly derived from the Federal Acquisition Regulations (FAR), are used throughout this guide. The purpose of their use is twofold; first, to allow managers to develop a PWS in appropriate contract

"language" that states exactly what the Director of Public Works (DPW) requires; second, to educate DPW users in contract terminology and Directorate of Contracting (DOC) users in DPW functions.

d. The following is a listing of specific examples contained in this guide:

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### 3. Preparation\_of\_This\_Guide:

This DPW Buildings and Structures Maintenance and Repair Service Contract Guide was prepared for and under the direction of USACPW, Alexandria, Virginia (Staff Symbol CECPW-FM) by Dewberry & Davis, Fairfax, Virginia. Reference U.S. Army Corps of Engineers, Baltimore District, Contract No. DACA31-91-D-0018, Delivery Order 0014. CECPW-FM has incorporated the descriptions or specifications into a DPW Buildings and Structures Maintenance and Repair Service Contract Guide, reference number G-11.

## SECTION A

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### SOLICITATION/CONTRACT FORM

1. General\_Information: The first page of a solicitation for a Buildings and Structures Maintenance and Repair Service Contract is prepared by the installation's Directorate of Contracting (DOC). Standard Form 33 (SF33) is normally the first page of the solicitation.

2. Instructions: The PWS writer is not required to prepare this section of the solicitation. It is included to provide a sample of what a complete solicitation package should look like.

3. Example: An example of a typical SF33 is provided on the following page.

## SECTION B

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### SUPPLIES OR SERVICES AND PRICE

1. General\_Information: This section is prepared by the DEH Performance Work Statement writer. The section contains a brief description of the supplies or services; e.g. line item number, national stock number or part number. If applicable, the title or name identifying the supplies or services and quantities are also entered in this section. Optional Form 336 (OF 336) may be used if available.

NOTE\_TO\_WRITER: For more detailed information, see Part 10, "Specifications, Standards, and other Purchase Descriptions," Part 42, "Contract Administration," and Part 53, "Forms" of the FAR.

### 2. Instructions:

a. SECTION B - Supplies or Services and Prices/Costs of a contract are usually referred to as the "Bid Schedule." This schedule is used to establish contract unit prices and is used as a basis for establishing reductions to payments in the event a Contractor fails to perform. Prices for a service can be extremely difficult to define and measure. A service may have a few or many separate tasks which must be performed in order to accomplish the requirement. Due to the difficulties in measuring costs, service contract solicitations normally require

only a bottom-line price. This bottom-line price is used as a basis in cost comparisons. In an Invitation for Bid (IFB), a prospective Contractor is required to submit only a bottom line price, if that bottom-line price includes the provision of all specified requirements. When a breakout of costs is required for contract administration purposes, the PWS writer should provide the Contracting Officer with a recommended method for such breakout, based on minimum functional requirements. The PWS writer should recommend a bid schedule that itemizes costs to determine how reductions can be made; e.g., replacing specific doors, windows, siding (specify type), wooden, masonry, and metal products (specify type), screens, and etc. The PWS writer should use the numbering system described in DFARS Subpart 4.71, as illustrated in this guide. If this numbering system is not used, a system that indicates line and subline designations may be adequate since the DOC will transfer the information to standard forms.

b. The Contracting Officer is responsible for determining the type of contract to be used (e.g., fixed-price or cost-plus). For Real Property Maintenance Activities (RPMA), success in contracting will depend heavily on the writing skills of the PWS writer. However, the DPW staff must be prepared to give the Contracting Officer prompt and complete support, including assistance in price negotiations.

c. For any services contract, the PWS writer should include the following bid schedule information:

(1) A brief description of the service(s) being acquired;

(2) Any provision for the quantity of work or frequency of performance;

Information contained in SECTIONS C, D, E, and F, relating to specific line items, should be sufficiently referenced in SECTION B to ensure that potential bidders will not omit any item of cost. SECTION B should, therefore, establish a mechanism for complete and thorough pricing.

d. If ongoing service contracts are to be included in the solicitation upon their expiration, then the "units" column should reflect the correct number of intervals that the selected service is to be provided. Further, seasonal services such as replacing screens from housing units or buildings should not be spread over a full year. Such items should be defined in the "units" column only for the appropriate periods of performance. This will assist in preventing potential performance problems for work not performed, or performed during inappropriate times and conditions. Estimated requirements (nonrecurring work ordered only as needed) must be forecast as accurately as possible in the bid schedule.

e. Unit costs should include all applicable overhead and

profit. Requirements may be priced on a variety of unit rates (e.g., linear feet, square feet/yards, cubic yards, doors (type and size), and windows (type and size) dependent upon the services required. The PWS writer should determine the best pricing method to meet the installation's need. The Contracting Officer will, in most instances, include standard clauses concerning limitations on ordering and possible adjustments for contract prices, based on percentages of increase or decrease from estimated quantities, or other unforeseen conditions or circumstances.

f. Potential Contractors should be furnished with or directed to historical data that may be reviewed and copied if desired. This data may either be provided in SECTION B or may be provided as an attachment. If lengthy, an attachment can be used and referenced in SECTION J. Historical information is normally public information that should be provided to all potential bidders. The historical information should cover a three (3) year period if available. The PWS writer should identify nonrecurring or infrequent items of work by category or function if possible.

Bidders should be cautioned that historical information is provided only as an aid and may not reflect the true costs that a Contractor will encounter. Failure to caution Contractors in this way may lead to claims against the Government.

g. The Contractor's responsibilities and the work level definitions contained in SECTION H should not be identified to either the Davis/Bacon or Service Contract Acts. Work levels are developed only to show a clear and concise method to separate functions and the costs of performing work and to insure that the successful Contractor cannot pick or choose work to be performed.

h. The PWS writer should identify all facilities and equipment that will be operated and maintained under the contract, including known projected changes. The PWS writer should specify frequencies of operation and maintenance where applicable. Also, the PWS writer should define, to include any limitations, work authorization documents used in local installation procedures. Nonrecurring or intermittent work may be projected as a percentage factor against total contract price. Bidders should be required to project their own labor to perform recurring operations except for those functions that are estimated by the writer in the indefinite delivery portions of the contract. Information of this type that has been widely distributed without protection normally should not be withheld from any bidder. Any information identified as potentially exempt from public review should be marked "FOR OFFICIAL USE ONLY".

i. Bidders should be cautioned that volume of work histories

should not influence bids since such work might not be awarded to the Contractor in the same quantities.

3. Example: Following is a partial example of a bidding schedule for buildings and structures maintenance and repair services. It should be modified as needed to meet installation requirements.

UNIT PRICE SCHEDULE  
PART I  
SECTION B. SUPPLIES/SERVICES AND PRICES/COSTS

Item No	Item Description	Quality	Unit	Unit Cost
Total Cost				
	0011 BUILDINGS AND STRUCTURES			

MAINTENANCE & REPAIR

0011AA	Inspect, service, repair, maintain, or construct all buildings and structures as follows:			
\$	a. Plumbing & steam-fitting work.		EA.	\$
\$	b. Plumbing.		EA.	\$
\$	c. Metal work.		EA.	\$
\$	d. Carpentry.		EA.	\$



\$	e. Masonry.		EA.	\$_____	
\$					
\$	f. Keys and locks.		EA.	\$_____	
\$					
\$	g. Utilities.		EA.	\$_____	
\$					
\$	h. Sanitary sewer.		EA.	\$_____	
\$					
\$	i. Electrical.		EA.	\$_____	
\$					
\$	j. Mechanical.		EA.	\$_____	
\$					
\$	k. Appliances.		EA.	\$_____	
\$					
\$	l. Signs and sign		EA.	\$_____	
\$	supports.				
\$					
\$	m. Painting and sign		EA.	\$_____	
\$	fabrication.				
\$					
\$	n. Glass replacement and		EA.	\$_____	
\$	glazing				
_____	_____	_____	_____	_____	_____
_____					

UNIT PRICE SCHEDULE  
PART I  
SECTION B. SUPPLIES/SERVICES AND PRICES/COSTS

Item	Item Description	Quality	Unit	Unit	
No				Cost	
Total Cost					
_____	_____	_____	_____	_____	_____

## MAINTENAN

[illegible]

Item No	Item Description	Quality	Unit	Unit Cost
Total Cost				
0011 BUILDING AND STRUCTURES				
MAINTENANCE & REPAIR				
0011AF	Perform preventative maintenance on play ground equipment.		EA.	\$
0011AG	Maintain and provide roof structural data files and reports.	12	MO.	\$
0011AH	Maintain and provide foundation data files and reports.	12	MO.	\$

[illegible]

Item No	Item Description	Quality	Unit	Unit Cost
Total Cost				
	0011 BUILDING AND STRUCTURES			
	MAINTENANCE AND REPAIR			

	All services in Clin 0011AI thru 0011AK over			
	(specified value) \$400 value in materials or over			
	16 manhours labor per task required to be performed			
	for buildings and structures shall be			
	accomplished IAW the specification on a unit			
	price basis as specified below:			
0011AL	Labor cost for each task		MH.	\$_____
\$_____	shall be reimbursed on a			
	unit price per manhour			
	basis during normal work			
	hours to include all			
	overhead and profit.			
_____	_____	_____	_____	_____
_____				

Item No	Item Description	Quality	Unit	Unit Cost
Total Cost				
0011	BUILDING AND STRUCTURES			

[illegible]

## DESCRIPTIONS/SPECIFICATIONS

a. The PWS writer should include a sufficient description of all services to be furnished by the Contractor. References to any Federal or military specifications or commercial specifications or standards should include an identification of all applicable amendments or revisions. Care should be taken when referenced specifications contain alternatives that do not meet the installation's need. In such cases, the PWS writer must prepare an exception clause to the specification being used. Federal or military specifications should not be used if commercial standards or performance-oriented statements will meet the need. (Ref. FAR Subpart 14.2, DFARS 214.2, and AFARS 14.2, as applicable.)

promote full and open competition. Specifications and purchase descriptions should be stated in terms of: (1) Function, so that a variety of products or services may qualify; (2) Performance, including specifications of the range of acceptance characteristics or of the minimum acceptable standards; or (3) Design requirements. Requirements should be stated in terms of functions to be performed or performance required.

c. The PWS writer should not include references to Contractor experience, legal or administrative contract clauses or solicitation provisions in the specifications of work sections (the technical portion) of the PWS. Experience does not relate to a Contractor's responsibilities to perform a function.

d. Definitions of "Contracting Officer" and "Contractor" in Uniform Contract Format (UCF) clauses should normally include their representatives, working within specific limitations. For contract purposes, the use of terms such as Contracting Officer Representative (COR), Quality Assurance Evaluator (QAE), Project Manager (PM), etc., should be used only where absolutely necessary (i.e., use Contracting Officer or Contractor instead) in technical statements. Administrative documents which affect, but are not part of the contract, e.g., contract administration plan, letters of designation, etc., should reflect the applicable COR, QAE, etc., terms. Also, use "the contract" or "contract" in statements rather than "this PWS" or "these



specifications." However, it should be recognized that a contract will not exist until it is awarded by the Contracting Officer.

e. A repetitive statement of requirements will lead to ambiguity and should be avoided. If appropriate, information should be cross-referenced rather than repeated.

f. PWS writers are urged to use care when using the words "clause" or "provision." The definition of a "provision" applies only to a solicitation and only prior to contract award. (Ref. FAR Subpart 52.101, DFARS 252.101, and AFARS 52.101)

## 2. Instructions:

a. By definition, the PWS is a performance-oriented technical description of tasks to be accomplished within specified time limits and according to acceptable levels of quality. The technical description of work must be sufficiently accurate to foster competitive bids or proposals for complete and satisfactory accomplishment of the work.

(1) The PWS describes only that work necessary for functional accomplishment and provides the description of tasks common to the work necessary for functional accomplishment.

(2) The PWS ensures work is accomplished to acceptable standards and that the mission is accomplished.

b. Once a job analysis has identified tasks to be performed in sufficient detail to support the type of contract selected,

writing the actual PWS should be relatively straightforward.

Using a format, language, and a writing style which express the requirement in clear, simple, and unambiguous terms is all that remains. Standard commercially applied terms and statements should be used, if available.

c. The PWS should define and express each item of work so that contractual requirements are met without advantage or disadvantage for the Government or the Contractor. The following considerations should be upheld when writing a PWS.

(1) Style - Include all essential information in its simplest form.

(2) Language - It must be clear, exact, concise, and unambiguous.

(3) Ambiguity - Avoid terms that are indefinite, have double meaning or otherwise may lend themselves to multiple interpretations. The following are examples of ambiguous words and phrases:

- To the satisfaction of the Contracting Officer.
- As determined by the Contracting Officer.
- As directed by the Contracting Officer.
- All reasonable requests of the Contracting Officer shall be complied with.
- Good workmanship.
- Good working order.
- Installed in a neat and workmanlike manner.
- Workmanship shall be of the highest quality. In accordance with best commercial practice. In accordance

with best engineering practice.

- In accordance with applicable published specifications.
- Skillfully fitted.
- Securely mounted.
- Properly assembled.
- Carefully performed.
- Good materials.
- High quality.
- Suitably housed.
- Neatly finished.
- Practically free.
- Smooth surfaces.
- Pleasing lines.
- Convenient to operate.
- Within easy reach of the operator.
- Where practical.
- Suitably finished.
- Excessive use.
- Reasonably clear.
- Undesirable odor.
- Major construction.
- Minor construction.
- Minimally.
- Maximum.
- Established practices.
- Any word, or series of words, which can be interpreted in more than one way.

(4) Misused Words and Phrases - An intended meaning is often changed through misuse of words and phrases (e.g., the

word "shall" specifies a binding provision. "Will" expresses action on the part of the Government). Attention should be paid to correct definitions of terms.

(5) Spelling - Use standard spelling of words.

(6) Punctuation - Use simple, short, and concise sentences, keeping punctuation to a minimum.

(7) Abbreviations - Use only after showing in parentheses immediately following the first use of the full word or phrase.

(8) Sentences - Clarity is the overriding requirement for sentences.

(9) Paragraphs - State a simple idea and elaborate on it.

d. Requirements placed on the Contractor for submission of data, forms, and reports should be included as an exhibit or attachment. This generally consists of items listed on DD Form 1423, Contract Data Requirements List, or other locally implemented forms. Data items described on DD Form 1664, Data Item Description, or other local forms may also be part of an exhibit or attachment.

e. The installation must establish an audit trail for workload. The following methods are ways to establish and document workload data that will be generally acceptable in an audit situation.

(1) A complete and correct inventory listing of all facilities and equipment that will be operated and maintained by

the Contractor should be developed. The listing should show quantities, sizes, age, condition, and other information that will effect the costs to operate and maintain these facilities and equipment. This information should be incorporated into the solicitation as a technical exhibit.

(2) A good preventive maintenance (PM) program as outlined by DODI 4165-64, 23 May 1985 should be developed. The PM program should establish frequencies of inspection and PM operations. This program should be incorporated into the solicitation as a technical exhibit.

NOTE\_TO\_WRITER: The Government must develop a list of all recurring preventive maintenance requirements (see DODI 4165-64, 23 May 1985). The list should include the following.

- Descriptions of work to be accomplished.
- Frequency for accomplishing the work.
- Locations of work.
- Any special requirements related to the work.

f. The UCF is usually used in developing the PWS. The following paragraphs will typically be included in SECTION C of a solicitation and any resulting contract:

C.1 SCOPE: Provides a broad overview of the work requirements, personnel matters and, most important, contains a section that states clearly the Contractor's specific responsibility for

quality control. (See page C-47 for examples.) The scope usually contains the following subparagraphs:

C.1.1 Background\_Information:

NOTE\_TO\_WRITER: Contractors tend to provide better services if they understand the context in which the service is being performed. However, the information should be limited to no more than two (2) pages. Each DPW must develop its own data based on its own historical background and mission. (Ref. DA Pamphlet 420-8). Concise summary information regarding site locations, climate, soils, environmental considerations can typically be found in the installation's master plan narrative report.

C.1.2 Location\_(or\_Locations): Identify location where work is to be performed. Include location map as a technical exhibit.

C.1.3 Climatic\_Conditions: Identify prevailing climatic conditions to include annual rainfall, annual snowfall, wind directions, etc.

C.1.4 Installation\_History\_and\_Mission\_Statement: Insert applicable historical information.

C.1.5 Directorate,\_Public\_Works\_(DPW): Insert any desired information pertaining to DPW functions, organizational structure, addresses, and points-of-contact data.

C.1.6 Facilities\_Descriptions: Insert necessary descriptions from the installation Resources Management Plan.  
(Ref. DA Pamphlet 420-8)

C.1.7 Functions\_Covered\_Under\_the\_Contract: List all functions that will be contracted and, if applicable, expand to include all major facilities.

C.2 Definitions: As used throughout the contract, the following terms shall have the meaning set forth below:

NOTE\_TO\_WRITER: Delete any definitions or acronyms that are not used in the installation PWS. The PWS writer should incorporate all definitions in one paragraph or attachment. Acronyms should also be defined. AR 310-50, "Authorized Abbreviations and Brevity Codes," (etc.) may be referenced. Referenced documents containing applicable definitions must be made available to potential bidders if requested. Where only a reference is given, the DPW is expected to develop the definition using the reference as a guide.

C.2.1 Acceptable\_Quality\_Level\_(AQL): The maximum percent defective (or the maximum number of defects per 100 units) that can be considered as a satisfactory performance average. The Contracting Officer will accept the majority of lots provided that the percent defective (or defects per 100 units) in these lots is no greater than the designated value of AQL. However, the Contractor shall not intentionally perform in a defective

manner and shall reperform any service found to be defective whenever possible. Decisions as to possibility of reperformance shall be made only by the Contracting Officer.

C.2.2 Acronyms: Standard abbreviations needed to identify technical items, proper names or organizations. A list of acronyms follows. The PWS writer should delete or include additional acronyms as applicable.

#### ACRONYMS

AASHTO	American Association of State Highway and Transportation Officials
ABMA	American Boiler Manufacturers Association
ACI	American Concrete Institute
ACM	Asbestos-Containing Material
ACO	Administrative Contracting Officer
ADP	Automated Data Processing
AFARS	Army Federal Acquisition Regulation Supplement
AGA	American Gas Association
AI	The Asphalt Institute
ANSI	American National Standards Institute, Inc.
API	American Petroleum Institute
AQL	Acceptable Quality Level
ARD	Automatic Release Date
AREA	American Railway Engineering Association
ARI	Air-Conditioning and Refrigeration Institute
ASA(IL&E)	Assistant Secretary of the Army (Installations, Logistics, and Environment)
ASAE	American Society of Agriculture Engineers
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASL	Authorized Stockage List
ASME	American Society of Mechanical Engineers
ASSE	American Society of Sanitary Engineers
ASTM	American Society for Testing and Materials
AVD	Automatic Vent Damper
AWWA	American Water Works Association
BTU	British Thermal Unit
BTUH	British Thermal Units per Hour
CDR	Contract Discrepancy Report



CO	Carbon Monoxide
CO2	Carbon Dioxide
COCO	Contractor-Owned, Contractor-Operated
CONUS	Continental United States
COR	Contracting Officer Representative
DA	Department of the Army
DEAE	Diethylaminoethanol
DEPPM	Defense Energy Program Policy Memorandum
DFARS	Defense Federal Acquisition Regulation Supplement
DFSC	Defense Fuel Supply Center
DOC	Directorate of Contracting
DOD	Department of Defense
DPI	Data Processing Installation
DPW	Director of Public Works
ECIP	Energy Conservation Investment Program
EIP	Equipment-in-Place
EMCS	Energy Monitoring and Control System
EPA	Environmental Protection Agency
F	Degrees Fahrenheit
F&T	Float and Thermostat
FAO	Finance and Accounting Office(r)
FESS	Facilities Engineering Supply System
FIA	Factor Insurance Association
FIA	Financial Inventory Accounting
FM	Factory Mutual
FOB	Free on Board
fpm	Feet per minute (measure of velocity)
FSC	Federal Supply Class
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GOCO	Government-Owned, Contractor-Operated
gph	Gallons per hour
GVW	Gross Vehicular Weight
H2	Hydrogen
HND	U.S. Army Corps of Engineers, Huntsville Division
HQDA	Headquarters, Department of the Army
HRI	Heat Recovery Incinerator
HRT	Horizontal Return Tubular
HTHW	High Temperature Hot Water
HTW	High Temperature Water
HW	Hot Water
IAW	In Accordance With
IDG	Installation Design Guide
IFDEP	Integrated Facilities Data Entry Process
IFS-M	Integrated Facilities System-Micro

IJO	Individual Job Order
IPD	Issue Priority Designator
IPS	Iron Pipe Size
IRR	Internal Rate of Return
JCAH	Joint Commission on Accreditation of Hospitals
JOR	Job Order Request
KO	Contracting Officer
LCCA	Life-cycle Cost Analysis
LIN	Line Item Number
LP	Liquefied Petroleum
LPG	Liquefied Petroleum Gas
M&S	Maintenance and Service
MACOM	Major Army Command
MBTU	MEGA British Thermal Unit
MBTUH	MEGA British Thermal Unit per Hour
MCA	Military Construction, Army
MCAR	Military Construction, Army Reserve
mil	One thousandth of an inch
MISO	Management Information Systems Office
MMCAR	Minor Military Construction, Army Reserve
NAPHCC	National Association of Plumbing-Heating-Cooling Contractors
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NSN	National Stock Number
NSPC	National Standard Plumbing Code
O&M	Operation & Maintenance
O2	Oxygen
OCAR	Office, Chief of Army Reserve
OCE	Office, Chief of Engineers
OCONUS	Outside Continental United States
OMA	Operations and Maintenance, Army
OMAR	Operations and Maintenance, Army Reserve
OMB	Office of Management and Budget
OPA	Other Procurement Army
OST	Order and Shipping Time
PDO	Property Disposal Office(r)
POL	Petroleum, Oils and Lubricants
ppm	Parts per million
PRV	Pressure Reducing Valve
psi	Pounds per square inch
psia	Pounds per square inch, absolute
PVC	Polyvinyl Chloride
QA	Quality Assurance
QAE	Quality Assurance Evaluator

QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RDD	Required Delivery Date
RDF	Refuse Derived Fuel
RDTE	Research, Development, Test and Evaluation
RF	Radio Frequency
RH	Relative Humidity
RPMA	Real Property Maintenance Activity
RR	Reliability Rate
SAACONS	Standard Army Automated Contracting System
SAILS	Standard Army Intermediate Level Supply System
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association
SO	Service Order
SOO	Standing Operations Order
SOP	Standard Operating Procedure
SSSS	Self-Service Supply Section
STANFINS	Standard Financial Systems
TAMMC	Theater Army Materiel Management Center (USAREUR)
TB	Technical Bulletin
TDA	Table of Distribution and Allowance
TM	Technical Manual
TOE	Tables of Organization and Equipment
UL	Underwriters Laboratories, Inc.
URR	Unconstrained Requirements Report
USPFO	United States Property and Fiscal Officer

NOTE\_TO\_WRITER: When words such as adequate, properly, major, minor, etc., are used, they must be defined as such wording is subject to interpretation. Words such as "as specified" apply only when the item is in fact specified. After award, a Contractor will protest any work or service falling into categories such as "as required," "as necessary," etc. Be specific and state exactly what the Contractor is to do. Do not state what Government will not do except where absolutely necessary. The use of acronyms can make complex terms easy and

precise. However, Contractors not familiar with Government contracts may not understand them. Acronym must be spelled out the first time used, followed by the acronym in parentheses. The above list includes acronyms often used in DPW contract preparation. AFARS 16.9003 (b) (3) prohibits open-end phrases such as "include, but not limited to" and generalized references to studies, services, or products without specific descriptions being incorporated into the work statements. "As directed by the Contracting Officer" is another example of such open-end phrases which should be limited in use as such words indicate unknowns which Contractors could not price. Using such wording will cause Contracting Officers to conclude DPW does not actually know what work is required and will normally result in a decision to use a cost plus type contract.

C.2.3 As\_Is: Means without additional maintenance or repair expense solely for the purpose of transfer to the Contractor.

C.2.4 Breakdown: The stoppage or collapse of equipment of a facility, or a component thereof, that requires immediate corrective action to restore it to an operating condition.

C.2.5 Clean: As used generally, means removal of dirt or impurities. As used for acceptance of work, means gleaming, bright, free from dirt, contamination or impurities, unsoiled,

unstained, recently laundered, fresh and unused, neat and tidy, having no flaws or roughness, clear, regular, or having few corrections.

C.2.6 Contract\_Discrepancy\_Report\_(CDR)\_DA\_Form\_5479-R: A formal, written documentation of Contractor nonconformance or lack of performance for contracted work.

C.2.7 Critical\_Equipment\_and\_Facilities: Equipment or facilities that must operate continuously or throughout the respective season in order to support critical missions. Failure of equipment or facilities in meeting design output requirements may affect the health and welfare of personnel or damage Government equipment or properties. Emergency or urgent service calls are often required to restore critical equipment to optimum operating condition and provide the output required, e.g., computer facilities, 24-hour operations (specify), fire prevention and protection facilities, hospitals, electrical plants/systems, water plants/systems, etc.

C.2.8 Equipment\_Logbook: A mandatory record of the events occurring during the life cycles of Government equipment made IAW DA Pam 738-750, "The Army Maintenance Management System (TAMMS)." The Contractor shall comply with TAMMS documentation requirements as applicable to each item of Government-furnished equipment (GFE).

C.2.9 Expendable/Nonexpendable:

C.2.9.1 Expendable: Government property that is consumed in use or loses its identity in use and is dropped from stock record accounts when issued. Expendable items include certain repair parts of low intrinsic value or items unworthy of full accounting procedures, e.g., paint, fuel, cleaning and preserving materials, or items which lose their identity (such as spare parts, which are sometimes referred to as "consumable supplies and material").

C.2.9.2 Nonexpendable: Government property or supplies which are not consumed in use and which retain their original identity during the period of use, such as machines and tools.

C.2.10 Facility Replacement: The replacement of an entire facility when replacement is more economical than major repair. This includes installed equipment.

NOTE\_TO\_WRITER: Insert definition of an individual job order (IJO) as applicable to contract contemplated.

C.2.11 Installed\_Building\_Equipment: (Ref. applicable sections of ARs 405-45, 420-70, and 735-5 will be used to develop the definition.)

C.2.12 Maintenance: (Ref. AR 420-10 and TM 5-610, para 5, page 5. Except as may be limited by the DPW, definitions contained in AR 420-10 and TM 5-610 will apply to all RPMA

operation, maintenance and repair services performed under the contract.)

C.2.12.1 Preventive\_Maintenance: (Ref. TM 5-610, page 5, para 5 and AR 420- 22) All scheduled preventive maintenance is Work Level I without exception.

C.2.13 Minor\_Construction: (Ref. AR 415-35, page 1-1, para 1-3c, "Construction.")

NOTE\_TO\_WRITER: Minor construction is a part of the DPW mission. The definition of minor construction includes "new work" such as "installation of a new facility.... Construction of a new road, street, or structure and alteration so that facilities may be used for a new functional purpose." New work should normally be accomplished by a new contract. However, new work should also be a part of the cost comparison if such work is accomplished in-house or when determined to be in the best interests of the

Government IAW current guidelines (e.g., AR 5-20).

Considerations include current and existing acquisition guidelines concerning small business set-aside (including section 8(a)) contracts, which might limit umbrella-type contracts. New guidelines are frequently issued by DOD, DA, and MACOMs. The writer must be alert to changes in acquisition or CA regulations which might affect the specific acquisition package. DA policy is that specifications will be written in a manner that will allow Contractors to classify Contractor's

employees under either the Davis Bacon or Service Contract Act  
in a large RPMA contract.

C.2.14 Noncritical\_Equipment\_or\_Facilities: Those categories of equipment or facilities that do not affect the health of personnel, cause damage to Government properties, or cause critical facilities such as ADP to shut down in case of equipment failure.

C.2.15 Operator\_Equipment\_Maintenance: The basic daily services performed by the equipment operator IAW DA PAM 738-750. Includes visual inspection for damage and pilferage, leaks, instrument operation, brakes, transmission (clutch), steering, engine operation, lights, reflectors and other safety devices, and reporting of mechanical deficiencies for correction or repair. Fueling, oil and battery checks, tire inflation, and changing flat tires are operator tasks.

C.2.16 Plant\_Equipment: Government-furnished property of a capital nature, consisting of equipment, furniture, vehicles, machine tools, test equipment, and accessory or auxiliary items, but excluding special tooling and special test equipment, used or capable of use for administrative or general plant purposes.

NOTE\_TO\_WRITER: For accounting purposes, include under



facilities provided to the Contractor in C.3 only that property on DPW property books, to include mobile kitchen equipment; e.g., only that which is DPW responsibility.

C.2.17 Quality\_Assurance\_Surveillance\_Plan\_(QASP): A written Government plan that details what is to be evaluated, how evaluations are to be accomplished, frequency of evaluations, evaluation parameters, sampling guides, inspection checklists, and other information that the Contracting Officer should have in order to provide effective QA.

C.2.18 Quality\_Control\_(QC)\_Program: The Contractor's system of controlling the equipment, systems, or services to insure that requirements of the contract are met. The Contractor is responsible for QC and for offering to the Government for acceptance only those supplies or services conforming to contract requirements.

C.2.19 Random\_Sampling: A method of selecting a sample from a lot (or population) in such a way that every possible sample has the same probability of being selected.

C.2.20 Reliability\_Rate\_(RR): A measure of equipment performance computed by dividing actual operating hours by required operating hours. Operating hours are acceptable only

when the desired output is being maintained.

C.2.21 Repair: (Ref. Para 1-3, B(2), AR 420-10.)

C.2.22 Sample: A collection of individual samples from a lot (or population). Ordinarily inferences are to be made from the sample to the lot, and the one must be in some way representative of the other.

C.2.23 Sampling\_Guide: A part of the QASP which contains information describing how to randomly sample a specified service requirement. It shows the AQL, the lot size, the sample size, the sampling procedure, the inspection procedure, and the performance criteria.

NOTE\_TO\_WRITER: Insert definition of a service order (SO) and Standing Operations Order (SOO) as applicable to the contract contemplated. SO thresholds are flexible within Office, Chief of Engineers (OCE) guidelines.

C.2.24 System: A system, as used in the contract, includes  
all mechanical and electrical equipment; supporting structures; pneumatic, electrical, and mechanical types of controls; and all auxiliary equipment required to provide a specific function and output requirements.

C.2.25 Technical\_Bulletin\_(TB): A publication containing technical information pertaining to vehicles, equipment, and professional techniques.

C.2.26 Work\_Levels: The established levels at which any RPMA facility shall be maintained or operated to assure maximum overall economy consistent with its functional requirement and to protect the Government's investment. For purposes of the contract, the levels are defined as follows:

NOTE\_TO\_WRITER: Where minor construction or repair of real property is predominate or where repair (see "construction" as defined in FAR 36.102, and DFARS 236.102) individual job orders are severable from predominant services, the following levels should be considered. The appropriate parenthetical sentences should be selected depending on how the costs of supplies, materials, and equipment is to be paid, i.e., either reimbursable or included in the fixed-price bid. Equipment costs should be reimbursable when additional specialized equipment (not normally required), is required to perform reimbursable work.

C.2.26.1 Work\_Level\_I: This level of work is defined

as all service operations and recurring maintenance activities. Included in this level is operation of utility plants, performance of recurring maintenance such as preventative maintenance, grounds maintenance, snow and ice removal, custodial services, trash collection and disposal, startup/shutdown of seasonal system and facilities, and all other periodic or recurring work described in the contract. (All supplies and materials required to execute work required under this level will be reimbursed at source invoice cost.)

C.2.26.2 Work\_Level\_II: This level of work is established for all nonscheduled repair work required to restore utility equipment or a facility (Real Property) to a condition as required to function in a manner as the equipment or facility was originally functioning or intended to function. The Contractor's responsibility for cost in Work Level II is limited to (specify) work hours and (\$(specify)) (unlimited) for parts and materials for each individual work order. An individual repair order is defined as a single event, occurrence, or condition that can be repaired as a unit to restore failed or deteriorated condition to an operable or restored condition. Work orders will not be combined to exceed the repair order limits established above. Work required as a result of fire/smoke damage to facilities or catastrophic acts of God are excluded from this level. Any damages that result from

negligence of the Contractor shall be the responsibility of, and cost to, the Contractor to repair or replace regardless of cost.

NOTE\_TO\_WRITER: Level II Work. To determine the limits for nonscheduled repair (and maintenance) to be classified as Level II, it is recommended that a profile be made of job history to determine the normal groupings of jobs by hours of labor and material cost. The upper limits should be as high as practical to reduce administrative costs but should avoid adding a high risk to Level II costing. Prudent responsible Contractors are expected to assume equitable risk in fixed-price contracts. Establish limits that are equitable to both the Government and the Contractor.

C.2.26.3 Work\_Level\_III: This level of work is established for work required due to acts of God, minor construction and repair of equipment or facilities (see AR 210-50) which exceeds Work Level II. This work will be accomplished by the Contractor only when ordered and accomplished at the unit prices established in the in definite delivery portion of the bid schedule. The Government reserves the right to have level III work done by other Contractors or means. CAUTION: All work under Level III must be approved, in writing, by the Contracting Officer prior to any performance, except at the Contractor's own risk, and except as specified for emergency work.

NOTE\_TO\_WRITER: (Ref. TN 420-10-01, chap 4, para 4-3).

The information needed to maintain SOO, SO, and IJO documents should be obtained from data submitted by the Contractor. These documents will be maintained by residual in-house forces. Contractor's responsibility and cost may be established at a minimum of 40 hours labor and \$1,000 for materials, or at a higher level if needed to make the Contractor responsible for the majority of the established workload in order to reduce administrative costs. The installation should establish an equitable range of risk for both Contractor and Government. A clear, concise separation of responsibility for cost must be established. Contractors must not be allowed to pick or choose work exceeding Level I. Additional levels should be developed, if appropriate, by the installation. These levels should not be confused with SOO, SO, or IJO documents used for work control purposes. The levels should be used only to provide a clear separation of responsibility for costs (i.e., Contractor cost or reimbursable).

C.2.26.4 Priorities: There are three (3) categories of priorities established for service calls for RPMA work:

C.2.26.4.1 Emergency: (Ref. DA Pam 420-6, para 4-5(3)(h)1) all emergency reimbursable work will be approved verbally only by the Contracting Officer.

C.2.26.4.2 Urgent\_Calls: (Ref. DA Pam 420-6, page

4-8, para 4-5(a) (3) (h)2)

C.2.26.4.3 Routine\_Calls: (Ref. DA Pam 420-6, page 4-9, para 4-5(a) (3) (h)3)

C.2.27 Active\_Installation: An installation which is in continuous use by Active Army organizations.

C.2.28 Addition: A change to a real property facility that adds to its overall external dimension.

C.2.29 Alteration: A change to interior or exterior facility arrangements to improve the use of the facility for its current purpose. This includes installed equipment made a part of the existing facility. Additions, expansions, and extensions are not alterations.

C.2.30 Awnings: A rooflike shelter of canvas or other material extending over a doorway, from the top of a window, over a deck, and so forth, in order to provide protection, as from the sun.

C.2.31 Building: A structure on a space of land usually with flooring, covered by a roof and enclosed by walls. Facilities such as those used for training, maintenance, production, research, development, testing, storage, health care facilities, administration, bachelor and family housing, food service facilities, community facilities, and museums.

C.2.32 Canopy: An overhanging projection or covering as one stretching from a doorway to the curb.

C.2.33 Carpet: A heavy woven fabric used as a floor covering, either in one piece, squares, or many pieces bound together; it covers either an entire floor surface or a portion thereof, and it is affixed in some manner. Carpet is defined as a floor finish when installed as a prime floor finish as a part of a repair or construction project, and, as such, is classified as installed real property.

C.2.34 Construction:

1. The erection, installation or assembly of a new facility.
2. The addition, expansion, extension, alteration, conversion, or replacement of an existing facility.
3. The relocation of a facility from one installation to another.
4. Installed equipment made a part of the facility or related site preparation, excavation, filling, landscaping, or other land improvements.

C.2.35 Construction\_Project: A construction project is considered a single undertaking to produce a complete and usable facility and/or a complete and usable improvement to an existing facility. A construction project includes all construction work, land acquisition, supervision, inspection and overhead costs, and procurement and/or installation of specific types of built-in (installed) equipment necessary to make a facility



complete and usable.

C.2.36 Conversion: A permanent change in the utilization of a facility such that a new category code must be assigned according to AR 415-28, Department of the Army Facility Classes and Construction Categories. Work performed incidental to the change in utilization shall be classified according to the definitions contained in AR 420-70 and AR 420-10.

C.2.37 Demolition: The removal of existing structures and utilities as required to clear the construction site. The removal of other facilities proposed for destruction in the justification of the new construction.

C.2.38 Diversion: A temporary change in the use of a facility.

C.2.39 Equipment-in-place: Personal property consisting of capital property and other equipment of a usable nature which has been fixed in place or attached to real property, but which may be severed or removed from buildings without destroying the usefulness of the structures. Does not include installed building equipment.

C.2.40 Expansion: See Addition.

C.2.41 Extension: See Addition.

C.2.42 Facility: A physical plant (for example real estate and improvements including buildings and equipment) that provides the means for assisting in, or making easier, the

performance of a function (for example, a base arsenal or a factory). A facility is also any part or adjunct of a physical plant; or any item or equipment that, as an operating entity, contributes or can contribute to the performance of a function by providing some specific type of physical assistance.

C.2.43 Heavy\_Timber\_Framing: Framing that consists of wood columns, beams, and girders that are sawn or glued-laminated and are at least six (6) inches, nominal, in width and at least eight (8) inches, nominal in depth.

C.2.44 Inactive\_Installation: An installation which is not in use, either intermittently or otherwise, by Active Army or Reserve component organizations other than caretaking detachments. Inactive installations are retained on a nonuse status in support of mobilization requirements, or are pending disposal or transfer to another Federal Agency.

C.2.45 Incidental\_Improvements: Minor improvements made within the cost limitation of the Army Family Housing O&M Program.

C.2.46 Installed\_Equipment\_(Installed\_Building\_Equipment): Equipment normally provided and installed as part of a building construction contract and funded from construction funds, normally MCA. Includes heating, cooling, electrical and communication systems. See AR 415-15 for more detail on definitions and funding of installed equipment and equipment in

place.

C.2.47 Installation: A group of facilities, located in the vicinity, that support particular functions. Installations may be elements of a base, post, or reservation. An installation is also real estate (under the control of, and established by order of HQDA) on which functions of the Army are performed. Where installations are located contiguously or on the same reservation, the combined property is designated as one installation and the separate functions as activities of the installation.

C.2.48 Installation\_Commander: The Commander of the installation as well as garrison, community and other activity commanders which have been delegated authorities and responsibilities for accomplishing real property maintenance activities.

C.2.49 Long\_Span\_Timber\_Truss: A truss with an unsupported span of 40 feet or longer.

C.2.50 Maintenance: The work required to preserve and maintain a real property facility in such condition that it may be effectively used for its designated functional purpose. Refer to AR 420-10.

C.2.51 Minor\_Construction: A single undertaking at a military installation with an approved cost subject to the monetary limitations established by Congress in the Military

Construction Authorization Act for the fiscal year in question. It must include all work needed to produce a complete and usable facility or improvement to an existing facility.

C.2.52 Mobilization\_Building: See Temporary Buildings.

C.2.53 Mothballed: Inactive buildings, structures, and/or equipment preserved for future use.

C.2.54 Permanent\_Buildings: Buildings and facilities designed and constructed to serve a life expectancy of 25 years or more, be energy efficient, and with finishes, materials, and systems selected for low maintenance and low life cycle cost.

C.2.55 Relocatable\_Buildings: A building designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused. See AR 420-18.

C.2.56 Repair: The restoration of a Real Property Facility to such condition that it may effectively be used for its designated functional purpose. Refer to AR 420-10.

C.2.57 Replacement: A complete rebuild of a real property facility destroyed or damaged beyond economical repair.

C.2.58 Rug: A heavy woven fabric used as a floor covering, usually in one piece of a standard size, bound on each side. It covers either an entire floor surface or a portion thereof, is not affixed to a building, is readily rolled up and removed, and is not real property. Rugs are defined as furnishing.

C.2.59 Semi-Permanent\_Buildings: Buildings and facilities designed and constructed to serve a life expectancy of more than five (5) years, but less than 25 years, be energy efficient, and with finishes, materials, and systems selected for a moderate degree of maintenance using the life cycle approach.

C.2.60 Structure: Facilities such as bridges, waterfront improvements, fences, flagpoles, swimming pools, towers (except communication), tent frames and floors, hutments, historical monuments, permanent grandstands and bleachers, walls, certain Government-owned trailers, tanks, and underground storage facilities.

C.2.61 Temporary\_Buildings: Buildings and facilities designed and constructed to serve a life expectancy of five years or less using expedient construction, and with finishes, materials, and systems selected with maintenance factors being a secondary consideration.

### C.3 Government-Furnished\_Property\_(GFP):

#### NOTE\_TO\_WRITER:

- a. The policies described in AR 5-20 must be considered when making determinations concerning GFP. It is recommended that the writer read FAR Part 45 and DFARS Part 245 which sets forth DOD policy with respect to providing property for use by Contractors and DFARS Supplement No. 3 which sets forth guidance for DOD personnel engaged in

administration of contract clauses relating to Government property in the possession of a Contractor prior to completing this section.

b. As a general rule, contract clauses or statements which make Contractor performance dependent on Government performance should be avoided. Policy as stated in FAR 45.102 is that ordinarily Contractors are required to furnish all material required for performance of Government contracts. Supplies and materials should be furnished to a Contractor only when it is in the Government's interest by reason of economy, standardization, the expediting of production, or other appropriate circumstances. IAW this policy, Contractors should normally be required to provide supplies or materials that will be consumed or expended in the performance of an RPMA function. An initial stockage of supplies and materials may be furnished to a Contractor to minimize his immediate capital investment and to reduce existing Government stocks to the level needed for other RPMA functions. The Contractor should be responsible for providing an adequate supply thereafter unless it is in Governments best interest as described in AR 5-20.

c. The Government must retain adequate TDA authorized equipment and material to continue to perform residual management functions. This equipment and material must be

separate from TDA items that will support the in-house work force.

d. The decision to offer or not to offer Government property to a Contractor shall be determined by a cost-benefit analysis justifying that the decision is in the best interest of the Government. The determination on Government property must be supported by current, accurate, complete information and be readily available for the independent reviewing activity. The design of this analysis shall not give a decided advantage/disadvantage to either in-house or contract competitors. The management of Government property offered to the Contractor shall also be in compliance with FAR Part 45. (Ref. DoDI 4100.33)

#### C.3.1 General:

C.3.1.1 The Contractor has the option to reject any or all GFP. However, if use of GFP is rejected, the Contractor shall provide all necessary property, equipment, or items, adequate in quantity and suitable for the intended purpose, to perform all work and provide all services in the established time frames at no additional cost to the Government. The Contractor shall return any GFP not utilized to the maximum in performance of contract work. Such returns will not be refurnished if needed later and shall not be cause for any nonperformance of work or increase in contract price. (Such

returns will normally be redistributed elsewhere and would not be available for return to a Contractor.)

C.3.1.2 All GFP will be provided in an operable (or state repair requirements), but "as is" condition and shall be used only in connection with performance under the contract consistent with applicable Federal, Department of Defense, Army, and (State) Environmental Act policies, standards, codes, or directives (specify where found).

NOTE\_TO\_WRITER: It is recommended that all GFP be listed under the applicable heading. However, if the list(s) (is) (are) extensive (an) attachment(s) may be used. Include in the listing any equipment due in, when it can be expected, if it will be turned over to the Contractor for his use, etc.

C.3.2 Facilities\_and\_Uilities: The Government will furnish, without cost to the Contractor, designated space in building (specify). The Contractor shall maintain such building space to the same standards as similar areas occupied by the Government (specify where the standards are found). The Contractor shall not make any alterations to the space except with written permission of the Contracting Officer. Any approved Contractor-requested alterations shall be made at no additional cost to the Government. The Contractor shall restore the space to the condition in which received, at own expense,



fair wear and tear excepted, at time of contract completion or termination except as otherwise approved in writing by the Contracting Officer. The Government reserves the right to reassign facilities as required due to changing Government needs.

NOTE\_TO\_WRITER: The installation must determine whether to furnish utilities or to charge them to the Contractor, based upon existing or expected conditions and which (is) (are) in the best interests of the Government. Two (2) options are provided below. If option II is used, a utilities contract must be drawn up by the Contracting Officer and attached to the solicitation package. Utilities contracts must be made IAW DFARS Supplement No. 5 and AR 420-41. (See FAR 52.236-14). Address energy conservation incentives and consider inclusion of the Contractor as a participant in the energy council. Require the Contractor to provide a conservation plan for the Contractor area of responsibility. Evaluation of energy awareness should be a payment factor of most functions.

C.3.2.1 Utilities\_(Option\_I): The Government will furnish, without charge to the Contractor Class (specify) on-base telephone service. The Contractor shall provide his own

local and longdistance telephone service at no additional cost to the Government. (Due to costs to administer and control, provision to furnish longdistance telephone service is not recommended; however, see option II.)

C.3.2.2 Utilities\_(Option\_II): The Government will furnish the following utilities. Each utility shall be charged to, or paid by, the Contractor IAW the utilities contract contained herein as attachment (specify). Average utility consumption rates during the last (specify) (years) (months) are as follows: Utility Volume or Usage Average Cost (specify type of utility and estimates of the volume or usage and an average monthly or annual cost).

NOTE\_TO\_WRITER: Add or delete utilities as applicable to installation needs. Few installations break out costs of utilities by functions; however, these costs must be estimated as accurately as possible to show historical usage if the Contractor is charged for the utilities. If Option II is used, incorporate necessary instructions in SECTION L for the Contractor to complete, sign, etc., the utilities contract.

C.3.3 Vehicles: The Contractor shall insure that Contractor personnel who operate Government-furnished equipment (GFE) off the installation shall possess a valid State operator's license (and shall obtain a Government operator's

license IAW installation regulations when applicable).

C.3.4 Equipment\_and\_Tools : The Contractor should furnish; however, if furnished by the Government insert applicable information.

C.3.5 Accountability,\_Control,\_and\_Maintenance: (Ref. applicable Contract Clause(s) from FAR 52.245-1 through 52.245-19)

NOTE\_TO\_WRITER: Wording to the effect that a Contractor must accept a Government list if he does not inventory the property, etc., is not recommended. The Contractor must inventory, sign, and agree with the inventory if he is to be held responsible. The Contractor must be required to inventory the property to preclude protest or appeal. However, Contractors who, of their own volition and as a matter of administrative convenience, accept and sign the Government inventory list without making an inventory do so at their own risk. Accountability, control and maintenance specifications should cover all Governmentfurnished facilities, equipment, parts, supplies, materials, etc.

C.3.5.1 Accountability: An initial inventory of GFP shall be made jointly by the Contractor and the Government on or before the commencement of work. The operational, or condition

status, will be jointly determined. Items found not to be in working order, or not suitable for their intended purpose, will be recorded and the Government and the Contractor shall certify as accurate the joint inventory. All inventory listings will utilize DD forms (insert) to record inventory data. (Insert requirements for the Contractor to turn in salvageable materials, fixtures, etc.).

C.3.5.1.1 A joint inventory of Government property shall be conducted by the Contractor and the Government on completion or termination of the contract and as required by FAR 52.245. If the joint inventory discloses that Government property is lost or damaged, except for fair wear and tear, the Contractor shall pay the Government the current market value for any lost or damaged Government property. (Insert information as to how current market value will be calculated.)

C.3.5.1.2 Throughout the contract period, the Contractor shall keep current the inventory listing. The Contractor shall prepare DA forms (cite forms) for adjustments in the account (specify if the Contractor may request and use the Government system of accounting for GFP).

C.3.5.1.3 Equipment operating manuals and suppliers' catalogs currently maintained by the Government will be turned over to the Contractor prior to commencement of work under the contract. An inventory of suppliers' catalogs will

not be taken since the catalogs are a disposable item and become obsolete within several years after issue. However, the Contractor shall maintain an upto-date supplier catalog file of pertinent supplies and components for GFE maintained under the contract. (Specify any requirement for the Contractor to obtain updates of manufacturers' manuals or suppliers' catalogs.)

C.3.5.1.4 Other documents which shall be updated and maintained by the Contractor include:

a. Detailed and current equipment installation layout drawings.

b. Detailed building plans and as-built drawings of all installation facilities.

c. Available manufacturers' literature and applicable mechanical, plumbing and electrical drawings and functional schematic diagrams

d. Standard Government forms as (specify) are required for the fulfillment of the contract. Forms and logs are subject to change periodically. Changes in a form which affect contract cost or price will be subject to the contract clause (SECTION I) entitled "CHANGES."

e. Cite who will be responsible to obtain, replenish, and maintain stock of standard or other forms. Only forms which are mission essential or are performance-oriented should be retained. Where required by regulation, etc., and not

deemed essential, the DPW should request a waiver or recommend the forms be discontinued through appropriate Government channels. All forms required for use by the Contractor must be current and accessible to the Contractor.

f. Local decisions must be made concerning Government-furnished supplies/parts/materials. Prior to beginning work under the contract, the Government will furnish to the Contractor a Government prepared inventory of supplies, parts, and materials which are to be used for normal and routine maintenance. A joint inventory will be taken and duplicate copies prepared and agreed to by the Contractor. It is estimated that inventory value is approximately \$(specify) with (specify) line items. The Contractor shall use the Government-furnished supplies, parts, and materials, as needed, but is not required to replace them. The Contractor shall maintain Contractor owned supplies, parts, or materials at levels the Contractor determines necessary to meet the commitments of the contract. At contract completion, or termination, any excess Government-furnished supplies, parts, or materials shall be returned to the Contracting Officer. Excess Contractor-furnished supplies, parts, or materials shall remain Contractor property.

NOTE\_TO\_WRITER: Include a list of supplies, parts, or material to be furnished by the Government. If

extensive, reference here and include the information as an attachment. Government-furnished supplies, parts, or material subsequent to initial inventory should be limited to those specifically designed for Federal or Military applications or specification items. Inclusion of this information will preclude confusion and possible dispute. Provide potential Contractors a maintenance history and state any reimbursement for parts. Specify necessary control and maintenance requirements needed to supplement the FAR Property Clauses. (FAR 52.245-1 through 52.245-19)

C.3.5.2 Control: (Insert any control requirements necessary to supplement the Government property clause used.)

C.3.5.3 Maintenance: Parts or supplies, which can only be obtained through Government sources, are cataloged in the Army Master Data File (AMDF) which is provided in microfiche format and updated monthly. Installation of all parts or material shall be the Contractor's responsibility and cost (specify input the Contractor will be required to provide residual force for Standard Army Intermediate Level Supply System).

C.3.6 Services:

C.3.6.1 Orientation: Prior to contract start date, the

Government will provide, to the Contractor's key management and supervisory personnel performing under contract, orientation as follows:

NOTE\_TO\_WRITER: Orientation, or training, will be limited to that necessary to properly explain the work and familiarize the Contractor and his key personnel with the installation facilities, transition requirements, and regulations. The Contractor is responsible for orienting or training his personnel at his own expense and on his own time.

C.3.6.2 Emergency\_Medical\_Service: (Ref. AR 40-3)

Medical services for the Contractor's personnel are the responsibility of the Contractor. However, the Government will provide, on an emergency basis, medical services for job-related injuries while an employee is performing under the contract. The Contractor shall reimburse the Government for emergency medical services provided upon receipt of invoice from the medical facility. Medical facilities are located (specify). In addition, the Government may conduct occupational/industrial hygienic surveys, evaluations, and inventories. The Contracting Officer will notify the Contractor of any recommendations or of any evaluation which reveals real or potential health hazards that require



protective measures to be implemented. The Contractor should notify the Contracting Officer of any potential health hazards that require attention. (Define emergency services which will be provided and list cost of the services or specify where found. Any known OSHA deficiencies should be provided to potential Contractors.)

C.3.6.3 Parking: The Contractor will be provided parking space as shown by attachment (specify). The Contracting Officer may designate other spaces, if such spaces are available. (Contractors should be provided spaces in the same manner that Government employees are provided space.)

NOTE\_TO\_WRITER: (Insert other services, e.g., postal, that the Government will provide: delete items not applicable.)

Potential Contractors should be cautioned that facilities provided for Contractor use are subject to change based on changing Government requirements.

#### C.4 Contractor-Furnished\_Property:

C.4.1 Property: All Contractor-furnished equipment, vehicles, supplies, parts, or materials shall meet applicable Federal, Department of Defense, Army, State, and local laws, codes, or regulations (specify where found).

C.4.2 Supplies,\_Parts,\_and\_Materials: Contractor-furnished items found not meeting acceptable standards shall be replaced by the Contractor at the Contractor's expense. All Contractor-furnished parts and materials must be approved by the Contracting Officer prior to incorporation into contract work. (Ref. FAR 52.236-5)

NOTE\_TO\_WRITER: If the Contractor is to furnish, provide a detailed listing of items to be furnished by nomenclature, size, make, model, etc., and annual usage factors to allow preparation of bid offer.

C.4.3 Records: The Contractor shall maintain complete and accurate records of all materials and parts used for Level III work. This information shall be recorded on each Level III work order completed. The Contractor shall maintain a copy of all delivery tickets, sales slips, and other documents identifying items purchased under the requirements portion of the contract with individual work or job records. If reimbursable under levels I and II, records must be maintained for these also.

C.4.4 Manufacturers'\_Manuals: The Contractor shall obtain and maintain manufacturers' operating instructions and maintenance manuals on all new equipment installed by the Contractor. These manuals and operating instructions shall become the property of the Government at the expiration or

termination of the contract.

C.4.5 Failures: Contractor-furnished equipment or items, inoperable or unserviceable, for whatever reason, including failure to meet Federal, State, or local safety requirements (specify where found), shall be removed from the installation within (specify) hours after failure (except items undergoing maintenance by the Contractor in Government-furnished facilities). Such failure shall not be cause for the Contractor to reduce any service or performance.

C.4.6 Maintenance: Maintenance, or lack of maintenance, on Government or Contractor-furnished equipment or lack of repair parts, supplies, or materials shall not be cause to reduce any work or service. The Contractor shall provide all equipment and material necessary to provide all work or service in the specified time frames notwithstanding any maintenance requirement on Government or Contractor-furnished equipment, parts, or supplies. The Contractor shall repair, or replace if applicable, at the Contractor's expense, all Government equipment or property, damaged by a lack of preventive maintenance services IAW required maintenance schedules. In event the Contracting Officer determines that laboratory tests are required to determine reason for damages as a result of a Contractor's claim that damage was not caused by any lack of maintenance, results of such laboratory tests shall be

conclusive. If such tests support the Contractor's claim, the Government will pay the costs of such tests. If such tests support the Government position, the Contractor shall pay all costs of such tests, to include any related costs.

#### C.5 Specific\_Tasks:

##### NOTE\_TO\_WRITER:

- a. All major tasks identified for inclusion in the PWS should appear in this section. It is the heart of the solicitation. See Para. C.5, page C-56 for examples of Specific Tasks and Services.
- b. Tasks should be grouped according to function.
- c. Performance indicators, standards, and acceptable quality levels should also be grouped by function. This grouping should be used to develop the Performance Requirements Summary Table(s). (See SECTION E.)

#### C.6 Applicable\_Documents

NOTE\_TO\_WRITER: All referenced publications should be furnished or made available for potential Contractor review. Check all available sources to determine current issues as DA PAM 310 may not reflect all the latest changes or versions.

C.6.1 General: The Contractor is obligated to follow and adhere to those documents coded mandatory. Specific paragraphs

are referenced in instances where only a portion of the document is mandatory. Supplements or amendments to mandatory publications shall be considered to be in full force and effective upon receipt by the Contractor, except when such supplement or amendment is deemed to cause an increase, or decrease, in cost of contract performance. In such event, the Contractor shall inform the Contracting Officer, in writing, prior to implementation of such supplement or change. If applicable, a negotiated change in contract price will be made to mutual satisfaction of both the Contractor and Government prior to implementation of the change.

C.6.2 Contractor-Furnished Documents: Publications referenced as advisory, but not provided to the Contractor, may be obtained by the Contractor at own expense and will remain Contractor property at completion or termination of the contract except as specified in C.4.4. Failure to obtain, or have, such documents shall not be cause for the Contractor to reduce any service or performance, or reason not to comply with any contract term or condition.

C.6.3 Posting\_and\_List\_of\_Documents: The Contractor shall provide that all publications received are posted to date. The publications are coded as follows:

Government-Furnished = GF

Contractor-Furnished = CF

Paragraph Specific = PS

NOTE\_TO\_WRITER: Code the publications, as appropriate to the installation, using the codes above. If the publications list is extensive, it is recommended that an attachment be used, and appropriate modification be made to statements above. The installation must insert dates of the current publications and any applicable changes. Federal, DOD, Army, and MACOM regulations are mandatory for in-house personnel. The installation must determine the extent they will be mandatory on a Contractor's operations. AR 11-27 and the Army Facilities Energy Plan shall be mandatory and Contractors shall comply.

#### C.6.4 Government\_Publications:

NOTE\_TO\_WRITER: The following documents apply to maintenance and repair of buildings and structures. Consolidate as applicable.

No.	Title
Army_Regulations:	
AR 190-11	Physical Security of Arms, Ammunition, and Explosives
AR 210-50	Housing Management
AR 420-41	Utilities Contracts

AR 420-43	Electric Services
AR 420-54	Air-Conditioning, Evaporative Cooling Dehumidification, and Mechanical Ventilation
AR 420-55	Food Service and Related Equipment
AR 420-70	Buildings and Structures
AR 420-81	Custodial Services
AR 710-2	Supply Policy Below the Wholesale Level

Department\_of\_the\_Army\_Pamphlets:

DA PAM 385-1	Unit Safety Management
DA PAM 385-3	Protective Clothing and Equipment

Technical\_Manuals:

TM 5-551K	Plumbing and Pipefitting
TM 5-581B	Construction Drafting
TM 5-609	Military Custodial Services Manual
TM 5-610	Facilities Engineering Buildings and Structures, Preventive Maintenance
TM 5-611	Repairs and Utilities: Post Engineer Shops
TM 5-615	Repairs and Utilities: Concrete and Masonry
TM 5-617	Facilities Engineering: Inspection, Maintenance and Repair of Roofs

TM 5-618	Paints and Protective Coatings
TM 5-620	Facilities Engineering Maintenance and Repair of Architectural and Structural Elements of Buildings and Structures
TM 5-621	Buildings and Structures Lathing and Plastering
TM 5-625	Repairs and Utilities: Sheet Metal
TM 5-636	Kitchen Equipment: Repairs and Utilities
TM 5-640	Ranges, Bake Ovens and Burners for Mess Equipment; Repairs and Utilities
TM 5-642	Warm-Air Furnaces: Repair and Utilities
TM 5-643	Repairs and Utilities: Preventive Maintenance for Heating Plants and Systems
TM 5-644	Boiler Heating: Repairs and Utilities
TM 5-646	Space Heaters: Repairs and Utilities
TM 5-650	Repairs and Utilities: Central Boiler Plants
TM 5-651	Central Boiler Plants: Inspection and Preventive Maintenance Service
TM 5-652	Steam, Hot Water, and Gas Distribution Systems; Repairs and Utilities



TM 5-653	Steam, Hot Water, and Gas Distribution Systems; Inspection and Preventive Maintenance Service
TM 5-654	Maintenance and Operation of Gas Systems
TM 5-660	Operation of Water Supply and Treatment, and Distribution Systems
TM 5-662	Swimming Pool Operation and Maintenance
TM 5-665	Operation and Maintenance of Domestic and Industrial Wastewater Systems
TM 5-670	Repairs and Utilities: Refrigeration, Air Conditioning, Mechanical Ventilation, and Evaporative Cooling
TM 5-671	Repairs and Utilities: Preventive Maintenance for Refrigeration Air Conditioning, Mechanical Ventilation, and Evaporative Cooling
TM 5-678	Repairs and Utilities: Petroleum, Oils and Lubricants
TM 5-682	Electrical Facilities
TM 5-683	Safety Electrical Interior Facilities
TM 5-695	Maintenance of Fire Protection Systems
TM 5-745	Heating, Ventilation, Air-

	Conditioning, and Sheet Metal Work
TM 5-760	Interior Wiring
TM 5-764	Electric Motor and Generator Repair
TM 5-803-10	Planning and Design of Outdoor Sports Facilities
TM 5-803-11	Children's Outdoor Play Areas
TM 5-803-12	Planning of Outdoor Recreation Areas
TM 5-805-1	Standard Practice for Concrete for Military Structures
TM 5-805-4	Noise and Vibration Control for Mechanical Equipment
TM 5-805-7	Welding Design Procedures and Inspection
TM 5-805-8	Builders Hardware
TM 5-805-14	Roofing Design
TM 5-809-1	Load Assumption for Buildings
TM 5-809-2	Concrete Structural Design for Buildings
TM 5-809-3	Masonry Structural Design for Buildings
TM 5-809-4	Steel and Aluminum Structural Design for Buildings
TM 5-809-5	Wood Structural Design for Buildings
TM 5-809-6	Structural Design: Structures Other

## Than Buildings

TM 5-809-8	Metal Roofing and Siding
TM 5-809-10	Seismic Design for Buildings
TM 5-810-1	Mechanical Design: Heating, Ventilating and Air-Conditioning
TM 5-810-5	Plumbing
TM 5-810-6	Nonindustrial Gas Piping Systems
TM 5-810-7	High Pressure Gas and Cryogenic Systems
TM 5-811-1	Electric Power Supply and Distribution
TM 5-811-2	Electrical Design, Interior Electrical System
TM 5-811-3	Electrical Design, Lightning and Static Electricity Protection
TM 5-813-5	Water Supply: Water-Distribution Systems
TM 5-813-6	Water Supply for Fire Protection
TM 5-813-7	Water Supply for Special Projects
TM 5-814-1	Sanitary and Industrial Wastewater Collection
TM 5-814-2	Sanitary and Industrial Wastewater Pumping Stations
TM 5-818-6	Grouting Methods and Equipment
TM 743-200-2	Storage Modernization

TM 743-200-3

Storage and Materials Handling

National Codes: Latest Edition

Building Officials & Code Administrators (BOAC):

BOAC National Building Code

BOAC National Energy Conservation Code

BOAC National Fire Prevention Code

BOAC National Mechanical Code

BOAC National Plumbing Code Latest Edition

International Conference of Building Officials (ICBO):

Uniform Building Code

Uniform Fire Code

Uniform Mechanical Code

Uniform Plumbing Code

Uniform Sign Code

Latest Edition: National Association of Plumbers-Heating-Cooling

Contractors (NAPHCC):

National Standard Plumbing Code

Latest Edition: Southern Building Code Congress International

(SBCCI):

Standard Building Code

Standard Fire Prevention Code Standard Gas Code

Standard Mechanical Code

Standard Plumbing Code

C.6.5 The Contracting Officer will make available

installation maps/drawings to prospective bidders which show the location of the various systems and facilities to be maintained under the provisions of the contract. Maps and drawings will normally be identified as Technical Exhibits.

NOTES\_TO\_WRITER: The installation must identify any report requirements to the specific functional activities included in the solicitation and any resulting contract. This will permit offerors to identify applicable reporting requirements to the applicable function and to submit their bids accordingly, i.e., cost breakout. All report requirements from the Contractor must be individually listed on the CRDL (DD Form 1423) or other applicable listing. Consider the following: Reporting requirements are the same regardless of contract type or in-house vs. contract operation. Ensure that all required reporting data is required and received from the Contractor in a timely manner. DPW should discuss the importance of receiving these reports from a Contractor with the Contracting Officer and encourage his authority be exercised to ensure timely receipt of this information.

a. Report any circumstances of needed repair of the facilities or unusual soiling of an area which may affect performance of contract work, unhealthful or hazardous conditions, or any delays or interference of work by employees of the Government.

Such report(s) shall be made as expeditiously as possible by the Contractor to the Contracting Officer. In any event, the report shall be made NLT the close of business (COB) on the same day.

b. Report to the Contracting Officer all personal articles found by the Contractor or his employees. Found articles shall be turned in to the Provost Marshal's Office by the Contractor on the same day found.

c. Report other circumstances which would affect the Contractor's performance of work required under the contract.

d. Provide various information, available only through the Contractor, which must be reported to higher levels of command and as specified below. The Contractor shall develop and maintain a data system which will provide accurate and complete data for the reports. The reporting system developed by the Contractor shall be subject to review and approval by the Contracting Officer. As a minimum, information for the reports shall be maintained and reports submitted at times specified.

(IFS-M data systems contain information that should not be made available to contractors. In those instances where contractors are allowed access to the system, ensure that safeguards are in place to preclude access to such information.) Direct access to IFS-M, FESS, FEJE, etc., is not recommended. If required, Contractor training for DPW automation systems should be included as a Contractor responsibility.

e. The installation must specify data needed and, if applicable, the format in which data will be provided. Minimum use of Government forms is recommended if required data can be provided without use of Government forms. Reporting requirements must be the minimum required to meet the need for financial or other information. Few, if any, Contractors publish their accounting systems or procedures. Any requirement for publishing and submitting such requirements in a cost reimbursement contract could restrict competition, and a strong possibility exists that Contractors would protest any such requirement. Any decision to include such a requirement in a cost reimbursement contract must be reviewed in conjunction with the principles and procedures of the Cost Accounting Standards (Ref: FAR Part 30, DFARS Part 230, and AFARS Part 30). If, after consideration, a requirement is included, it should be included as a separate item of cost breakout.

f. Use AR 420-10, AR 420-16, and the examples of flow charts and list of report requirements below to develop reporting requirements. The list of reports include only those required at DA or higher level. A paragraph will be dedicated to the information required from the contractor to support local residual staff management for RPMA planning, program execution, and reporting requirements. Specify what the Contractor receives and what is to be delivered to the Government such as

detailed estimates, completion dates, total job costs, etc.

Procedures for the residual management staff to operate IFS-M in a contract mode must be developed for internal use.

g. The following IFS-M guidance provides the minimum acceptable RPMA cost data reporting. This guidance is based on the premise that the type of contract pursued will be a fixed price contract for Work Levels I and II and a requirements/time and materials type contract for Level III work. If other types of contracts (cost plus) are contemplated, different methods of IFS-M reporting may be utilized. The Government residual workforce will use those portions of IFS-M required to perform their function in a contracted environment. Also, contract cost data must be reported by facility, by functional group (AMS Code), and by document number (job). Work approval is a Government responsibility. Based on these policies, the IFS-M can be operated by the residual workforce in the same basic manner regardless if performance is in-house or by contract.

h. The cost of work accomplished by a Contractor must be entered into IFS-M as a contract cost. In order to accomplish this, completed work documents and contract invoice will be utilized as the data source for Contractor accomplished work. This can be accomplished in the following manner:

- (1) The bid schedule should be in sufficient detail to extract costs for Contractor work performed at a fixed,



predetermined level, e.g., operations, custodial services, etc. Cost data input to IFS-M will be accomplished using DA Form 4284.

(2) Work Orders accomplished by a Contractor will be entered into IFS-M when completed using completed job orders turned in by the Contractor with the estimated or actual costs. Regardless of the initiating source, the Government will receive, approve, and prioritize work requests and forward them to the Contractor on DA Form 4287 or DA Forms 4283/4284/4286, as appropriate. When the work is complete, the Contractor will return the work requesting/authorizing documents to work reception with the total cost of the work entered on either DA Form 4287 or DA Form 4284. The project cost will be entered into IFS-M in the appropriate transaction code.

#### C.6.6 Reports\_and\_Data:

NOTE\_TO\_WRITER: A listing of record and reporting requirements follows. Where no format is prescribed, the Contractor shall develop a record or form appropriate for documentation and historical record. Reports will be identified to the function and consolidated as applicable.

C.6.6.1 Reports: The Contractor shall maintain the following reports: (specify)

C.6.6.2 Data: The following data are required to be collected and documented on an hourly basis. (Include all data required by the installation.)

C.7 TECHNICAL\_EXHIBITS: The PWS writer should identify and include all technical exhibits such as maps and other documents which would be necessary to support a bid. Technical documents can be located in specified locations (Technical Library, etc.) and should be available for inspection by prospective bidders. Technical exhibits that become a part of the solicitation package must also be identified by title and exhibit number in SECTION J.

### 3. Performance\_Work\_Statement\_Examples:

a. The following PWS examples are provided to assist the PWS writer in developing a suitable acquisition package for Buildings and Structures Maintenance and Repair Services. Because variations exist among installations, each installation will have unique requirements for quality, quantity, and timeliness of services. "NOTE TO WRITER," headings, blanks, or items in parentheses require a judgment by the PWS writer. The paragraphs should be modified to meet local climatic and other requirements, and regulatory or command directives as they pertain to each installation.

NOTE\_TO\_WRITER: When the PWS writer finds a variance between the situation at his installation and the

alternative choices provided in this guide, the writer should develop appropriate clauses and/or requirements statements.

b. The tasks and standards contained in the examples have been compiled from Buildings and Structures Maintenance and Repair performance work statements developed by military installations located in various regions of the United States. They are, therefore, a hybrid and will not likely be sufficient for any one singular installation.

c. The examples are assembled in a manner to facilitate user ease in extrapolating or adding items required to meet local installation needs. All specific tasks or standards should be taken into consideration. When tasks can be consolidated into one (1) general requirement in the final package, the PWS writer is urged to do so, to reduce the possibility of ambiguity or overlap C-47 of work or services. Many of the work requirements can be broken out and consolidated; however, these work requirements were left in the individual functions in this guide for ease of use by the PWS writer.

C.1 SCOPE: The following paragraphs are examples which may be used in SECTION C, paragraph C.1 of a solicitation. These paragraphs may be modified to suit unique requirements and local installation needs.

C.1 General: The Contractor shall service, maintain, repair,

or construct all buildings and structures as shown (specify). All services shall be performed IAW applicable National, Regional and Local Codes, Department of the Army regulations, Army technical manuals, Army publications, and all Federal, State and local laws and all manufacturers' recommendations (specify where found). Maintenance, repair, alteration and construction of buildings and structures shall include structural framing systems, foundations, walls, doors, windows, roofing, floors and floor coverings, porches, stairs, fixtures, hardware, exterior and interior painting, glazing, interior plumbing, interior electric, carpentry, masonry, interior heating and air-conditioning equipment, elevators, and other equipment affixed as part of the building, i.e., fencing, playground equipment, flagpoles, guard and watch towers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, laundry facilities and equipment, Reserve Centers (etc.), and other miscellaneous structures (specify).

C.1 Plumbing\_and\_Steamfitting\_Work: The Contractor's plumbing and steamfitting work shall include the preventive maintenance of these systems and the repair or replacement of their associated components. The Contractor shall maintain plumbing and steam systems and their associated components IAW applicable sections of the (specify national, regional or local plumbing

code). The quality of workmanship shall always be equal to, or better than, the minimum specified by the applicable codes. The Contractor shall obtain approval from the Contracting Officer, in writing, prior to any deviation from the specified code requirements. The codes and standards are listed in (specify).

C.1 Plumbing: The Contractor shall repair or replace the plumbing system and associated components. The Contractor shall restore the plumbing system and its associated components as defined herein per applicable sections of the (specify national, regional or local plumbing code). The quality of workmanship shall always be equal to or better than the minimum specified by the applicable code. The Contractor shall first obtain approval in writing from the Contracting Officer prior to any deviation from the specified code requirements. The codes and standards are listed in (specify).

C.1 Metal\_Work: The Contractor shall maintain and repair or replace metal components of buildings and structures, installed building equipment, firing range fixtures, and shall construct and install metal components in support of other maintenance activities. Metal work shall include heating and bending to form metal shapes, drilling, torch cutting, hammer forging, grinding, sawing, and fitting of metal parts. The Contractor shall also weld all types of metals using electric, acetylene or inert gas shielded welding processes. Welding will be performed

on light, heavy gauge, and hardened metals using flat, vertical, horizontal, and overhead positions. Processes include preheating, brazing, bead welding, tack welding, flame cutting, pressure welding, and heat treating. Metal work includes the full range of metal working and sheet metal activities.

C.1 Painting: The Contractor shall provide cyclical and scheduled painting of quarters, administrative buildings (etc.) (specify). Work will include signs, pictorials, and a variety of surfaces, including interiors and exteriors of buildings or stationary and mobile equipment, where both appearance and surface protection are important. The Contractor shall prepare surfaces, mix paints, and apply prime, intermediate, and finish coats.

C.1 Carpentry: The Contractor shall provide all carpentry work to maintain all buildings, structures, or facilities. The Contractor shall use TM 5-615, 5-620 and 5-621 as guidance. The Contractor's work shall be planned and accomplished to offer maximum resistance to fungus, mildew, termites, water absorption, and all other harmful effects caused by the environment. All wood provided and installed by the Contractor in contact with concrete and masonry shall be preserved and treated by pressure methods and marked IAW the American Wood Preservers Institute Standards. Wood treated with waterborne preservatives shall be air and kiln dried to the moisture

content specified for lumber and marked with the word "dry."

Treated wood shall be used in all exposed locations that C-50 lack protection from the weather. If a cut is made in treated wood, the cut shall be brush coated with a wood preservative.

All carpentry work performed shall be consistent with the construction and appearance of the existing facility or structure. Carpentry work shall include all work to maintain all facilities or structure such as structural framing; fabricating steps, ramps, approaches, footings, docks, etc.; structural sidings to include wood, asbestos, etc.; stairs and floor coverings, broken steps, chipped tile, inlay units and damaged underlayment; maintaining and repairing carpets, windows, interior and exterior screens, caulking, weatherstripping, and glazing; installing window shades, maintaining and repairing doors, door frames, sills, trim, and casings; repairing or replacing broken doors, lock sets, hardware, fillings, kitchen cabinets, bathroom vanities, built-in shelving, medicine cabinets, and similar items.

C.1 Masonry: The Contractor shall provide all masonry work to maintain all facilities or structures. The Contractor shall utilize TM 5-615 as a guideline. Masonry work shall include all work to construct, maintain, replace and repair all facilities or structures. All work shall be consistent with the construction and appearance of existing facilities or

structures. Masonry work shall include all facilities or structures work such as maintenance and repair or replacement of foundations, walls, floor slabs, diversion of water from exterior walls, extending downspouts, chimneys, deteriorated brick, tuck pointing, removal of soot, ash, and similar items.

C.1 Keys\_and\_Locks: The Contractor shall install, maintain, repair, replace and adjust locks, latches, panic devices, door closures and strikes of different makes, sizes, and shapes. These may be installed in buildings or building components. The Contractor's work shall include setting and changing lock combination, recovering locks, making keys (upon approval of Contracting Officer) and fabricating minor parts from raw stock. The Contractor shall maintain records of each building including core number and key number, when core was last changed, the number of keys for each core, and who signed for them. (Insert any requirements for master key plan, positive key control, responsibility for misuse of GF, master and key combinations.)

C.1 Troop\_Support: The Contractor shall provide all work and services to support troop unit construction projects.

Attachment (specify) provides details as to previous troop construction support and known or projected troop construction projects. The Contractor's work shall include estimating quantities of necessary supplies or material, purchasing, issuing, coordinating delivery/pickup schedules, storing



supplies or materials, providing all necessary engineering technical support, and providing any tools or equipment necessary to supplement the troop unit's own inventory to complete the project.

NOTE\_TO\_WRITER: At many installations a substantial portion of the RPMA program is accomplished through troop support from engineer units. Contract specifications (performance work statements) must reflect consideration of this RPMA resource and this requirement must be included in planning for the cost study. The DPW provides support to troop units for troop construction projects such as supply support. Guidelines for the troop construction program function are:

- a. Overall management to include programming, planning, prioritizing, coordinating, and controlling the troop construction program should remain an in-house, Government function.
- b. Preparation of designs, bills of materials, estimates, and other associated project documentation should be the Contractor's responsibilities when this work is outside the capability of the engineer troop unit.
- c. Provision of supplies and control and accounting for supplies should be the Contractor's responsibility.

- d. Provision of supplemental equipment, supplemental skilled labor, supplemental technical guidance, etc., should be the Contractor's responsibility.
- e. Quality control for troop construction projects/programs should be an in-house, Government function.
- f. Accounting for and control of costs to adhere to regulatory or statutory cost limits should be an in-house, Government responsibility.

C.1 Utilities: The Contractor shall maintain, construct, repair or replace plumbing, sanitation, storm drainage, electrical and mechanical systems and supply lines interior or exterior. The Contractor shall properly shut off all utility distribution lines prior to work accomplishment. Drawings of utility distribution lines and their cut-off points shall be provided by the Government. When utility service is disrupted, whether by the Contractor, the Government, or other causes, the Contractor shall restore service.

C.1 Sanitary\_Sewer: The Contractor shall maintain, construct, repair or replace the sanitary sewer system and its associated components. The Contractor shall restore the sewer system and its associated components as defined herein per applicable section of the (specify national, regional or local plumbing code). The quality of workmanship shall always be equal to or

better than the minimum specified by the code. The Contractor shall obtain approval in writing from the Contracting Officer prior to any deviation from the specified code requirements. The codes and standards are listed in (specify).

C.1 Electrical: The Contractor shall maintain, construct, repair or replace the electrical system and its associated components. The Contractor shall restore the electrical systems and its associated components as defined herein per applicable sections of the National Electrical Code (NEC). The quality of workmanship shall always be equal to or better than the minimum specified by NEC. The Contractor shall first obtain approval in writing from the Contracting Officer prior to any deviation from the NEC requirements. The codes and standards are listed in (specify).

C.1 Mechanical: The Contractor shall repair or replace the heating and air conditioning system components, consisting of heat pump outdoor units, electric furnace, indoor upflow furnace and humidifier. The Contractor shall restore the system and its associated components as defined herein per applicable section of the Uniform Mechanical Code (UMC), and (specify national, regional or local plumbing code). The quality of workmanship shall always be equal to or better than the minimum specified by the applicable codes. The Contractor shall obtain approval in writing from the Contracting Officer prior to planning any

deviation from the applicable code requirements. The codes and standards are listed (specify).

C.1 Appliances: The Contractor shall maintain, repair or replace Government-owned built-in dishwashers, water heaters, smoke detector, garbage disposals, ranges (electric/gas), refrigerators, and air conditioning units, seven (7) days a week (including holidays). Types and quantities of appliances or equipment requiring maintenance are listed in Technical Exhibit (specify). The Contractor shall purchase and install all parts as necessary. Replacement appliances will be provided by the Government and installed by the Contractor. All repairs shall be complete, utilizing new parts, and shall be performed by mechanics skilled in the trade involved.

C.1 Signs\_and\_Sign\_Supports: The Contractor shall provide all labor, materials, and equipment necessary to maintain, install, repair or replace all existing signs and sign supports and all new signs and sign supports erected by others during the contract period in (specify locations).

C.1 Painting\_and\_Sign\_Fabrication: The Contractor shall perform painting and sign fabrication tasks necessary for maintenance, repair or replacement, and alterations of all buildings, structures, and facilities located at (specify location). All painting and sign fabrication tasks shall be performed IAW approved IJOs, Sos, and all applicable governing

directives (specify).

C.1 Glass\_Replacement\_and\_Glazing: The Contractor shall repair or replace damaged, deteriorated, missing or inoperative glass in windows and doors including interior and exterior windows and doors, display cases, bookcases, and picture frames IAW TM 5-620. Damaged and deteriorated sashes, frames and other components shall be removed and replaced. Misaligned frames shall be realigned and made plumb.

C.5 SPECIFIC\_TASKS\_AND\_SERVICES: The following are examples of PWS tasks and services that should or may be performed by the Contractor. The Contractor shall perform all the work necessary to maintain and repair buildings and structures. The following examples may be selected and/or modified to meet a particular installation's requirements.

NOTE\_TO\_WRITER: This section includes hospital maintenance requirements. These must be removed if a separate contract is used. Insert a schedule to show the plans/records/ reports/programs/etc., for which the Contractor will be responsible.

C.5.1 Preventive\_Maintenance:

NOTE\_TO\_WRITER: PM is the systematic care, servicing and inspection of equipment, utility plants and systems, buildings and structures, and ground facilities. The goal is to prevent incipient failure

by detection, correction and performance of minor maintenance.

C.5.1.1 The Contractor shall implement a comprehensive preventive maintenance (PM) program for all buildings and structures to insure that all buildings and structures are maintained by scheduled work. The Contractor shall develop, document, maintain, and shall follow a standard operating procedure (SOP) for preventive maintenance. This SOP shall be developed along the guidelines found in TM 5-610 and shall be submitted to the Contracting Officer for review and approval before the contract start date.

C.5.1.2 The Contractor shall perform PM on the buildings listed in Technical Exhibit (specify) at the frequencies listed. The hours indicated shall be the minimum hours scheduled and performed. It is estimated that material costs for building PM average (specify) per labor hour. The Contractor shall perform at a minimum, those tasks listed in TM 5-610 and Technical Exhibit (specify)

C.5.1.3 The Contractor shall perform first those deficiencies identified by the building monitor. The Contractor shall annually submit to the Contracting Officer his building PM schedule. The Contractor shall update the schedule on a monthly basis to reflect changes occurring due

to delays in Contractor PM performance.

C.5.1.4 The Contractor shall develop an annual PM inspection plan identifying buildings to be inspected each cycle, and provide the plan to the Contracting Officer each year by September first (specify).

C.5.1.5 Preventive maintenance on buildings and structures shall be performed in accordance with Technical Exhibit (specify) All work beyond the scope of specified buildings and structure PM shall be performed in accordance with the parameters contained herein or as identified at Technical Exhibit (specify). The Contractor shall be reimbursed in accordance with the appropriate work level criteria for that repair.

#### C.5.2 Management\_of\_Roofing\_Systems:

##### C.5.2.1 General\_Procedures

C.5.2.1.1 The Contractor shall ensure that the management, inspection, maintenance, repair, replacement, and overlay of roofing systems, are accomplished IAW the criteria established in AR 420-70, TM 5-617, the "ROOFER" Engineered Management Systems (when implemented), and the National Roofing Contractors Association (NRCA) "Roofing and Waterproofing Manual". All maintenance and repair shall be accomplished to ensure that the roofing systems remain as a watertight assembly, that water does not enter the interior of the building or the

insulating layer, and that the water drains freely from the roof surface at all times. All roofing problems exceeding the Contractor's responsibility and cost to correct, including any deficiencies that should be corrected when the building is reroofed, shall be documented on a DPW Work Request (DA Form 4283) and submitted to the Contracting Officer, NLT the close of business, five (5) workdays after the problem is identified. When roofing conditions are noted that will permit water to enter the interior of the building or insulating layer, the Contracting Officer will be notified by telephone or other expeditious means within (specify minutes/hours).

C.5.2.1.2 All Contractor personnel involved in the management, inspection, analysis, maintenance, repair, replacement, and overlay of roofing systems; must possess written certification, acceptable to the Contracting Officer, attesting to their competency in implementing the procedures and guidelines stated in AR 420-70, TM 5-617, the ROOFER programs, and the NRCA manual. Acceptable levels of competence for management, inspection, and engineer personnel will include a formal course of instruction of not less than three (3) days covering their areas of responsibility. The acceptable level of competence of personnel involved in the maintenance and repair of roofing deficiencies will include a written certification that the individual has been employed as a roofing maintenance



and repair person for a period of not less than one (1) year or will work under the direct supervision of an individual who possesses the written certification.

C.5.2.1.3 The Contractor shall designate a specific engineer, who will be responsible for the following functions:

a. The coordination, review, approval, monitoring, and inspection of all roofing and roofing related projects.

b. Ensuring that all aspects of roof and roof related projects are in accordance with prescribed roof criteria.

c. Ensuring that all modifications to the roofing system that might affect the structural integrity of the roof deck and supporting structure, are reviewed and approved by a qualified structural engineer.

C.5.2.1.4 The Contractor shall ensure that feedback data is provided on any roofing that fails or must be replaced within 15 years after the system was installed. Feedback data should be submitted through command channels to CEHSC-FB-S/Roofing Engineer. As a minimum, the feedback data shall contain the following elements:

a. Installation name

b. Building number

c. Date on the replacement roof (including date roof was replaced, specific type of roof (deck, insulation, membrane,

etc), special roof top features, and a roof plan.

d. Analysis of the probable cause of the failure

e. What lessons were learned and what could have been done to prevent the failure.

f. Name and telephone number of person(s) to contact for additional information.

#### C.5.2.2 Inspection, Maintenance, and Repair Criteria

C.5.2.2.1 The Contractor shall ensure that all roofing systems are inspected, maintained, and repaired according to the following criteria:

a. Membrane roofing systems, shall be formally inspected and evaluated according to the ROOFER criteria or TM 5-617, once every five (5) years. The inspection process will include a comprehensive visual inspection of the roof surface, along with a nondestructive roof moisture detection survey, using an infrared (IR) scan or nuclear moisture meter survey, if the roof contains a layer of insulation. All data developed in accordance with the ROOFER criteria, will be entered into the ROOFER program.

b. Steep roofing systems shall be formally inspected once every five (5) to eight (8) years IAW TM 5-617.

c. Scheduled maintenance and minor repair effort shall be accomplished during the interim years in IAW the following criteria:

(1). For membrane roofs- Twice a year, in the spring and in the fall.

(2). For steep roofs- Once a year, during the period April through October.

(3). All deficiencies not corrected by the maintenance team, shall be recorded on DA Form 4283 and submitted to the Contracting Officer within five (5) working days.

(4). If a roof defect will permit water to enter the building or insulating layer, the Contracting Officer will be notified by telephone or other expeditious means within (specify minutes/hours).

d. Roofing systems designated for replacement shall be maintained only to extent that they remain leak free.

e. Roofing systems shall be inspected after any storm that may have damaged the watertight integrity of the system and after the installation of any roof mounted equipment.

f. All roofing systems that are under warranty shall be inspected both by the constructing agency and receiving agency prior to acceptance and 90 days prior to the end of the warranty period. All deficiencies noted will be reported to the Contracting Officer, in writing, within five (5) working days.

g. All temporary repairs will be replaced by permanent repairs at the earliest opportunity.

C.5.2.2.2 The Contractor shall develop a yearly program, beginning 1 October each year, which shows the inspection, maintenance, and minor repair schedule for the roof of each building and which roofs are scheduled for major repair, replacement of overlay during the year. The schedule shall be submitted in writing to the Contracting Officer NLT the first workday in September.

C.5.2.2.3 The Contractor shall ensure that the partial and/or total replacement or overlay of roofing systems will conform to the following criteria:

a. Replacement roofs will be designed to provide for positive drainage of moisture from the roofs. When possible, a minimum of 1/4 inch per foot of roof slope shall be achieved.

b. All roofing systems designated for partial, total replacement, or overlay, shall be inspected IAW the ROOFER criteria or TM 5-617, prior to starting the design effort. Purpose is to determine if it is more cost effective to correct the deficiencies or to replace the roof and to note any conditions (i.e., insufficient slope, improper drainage, change of occupancy, excess roof mounted equipment, etc) that occur on the existing roof that should be corrected, when the roof is replaced or overlaid. ONLY THOSE ROOFING SYSTEMS DETERMINED TO BE BEYOND ECONOMICAL REPAIR, WILL BE REPLACED.

c. The selection process for replacement roofing

systems will consider the following:

- (1). Type of building.
- (2). Planned life of the structure.
- (3). Structural capabilities of the roof support system and deck.
- (4). An economic assessment of alternative roofing systems.
- (5). Past performance of the existing roof system.
- (6). The overlay of an insulated roofing system will be preceded by a nondestructive roof moisture test, using either an infrared (IR) scanner or a nuclear meter, to ensure that the roof insulation is dry. All areas of wet roof insulation will be replaced prior to overlaying the existing roof.
- (7). When additional weight is added to the roofing system or roof, the modification must be approved by a qualified structural engineer to ensure that the structural elements of the building are not overloaded.

#### C.5.2.5 Safety/Off\_Limits

C.5.2.5.1 The Contractor shall ensure that all personnel working on roofing and roofing related projects are aware of the inherent dangers involved in climbing and working

on elevated, unprotected surfaces and hazards associated with any electrical lines or systems located on or near the roofs.

C.5.2.5.2 The Contractor shall install "OFF LIMITS" signs at the access area to all roofs, as all roof areas are off limits to all personnel not involved in the inspection, maintenance, repair or replacement of roofs or roof mounted equipment.

#### C.5.2.6 Roof\_Mounted\_Equipment

C.5.2.6.1 As each penetration of the waterproofing system constitutes a potential leak, the Contractor shall ensure that no equipment will be installed on the roof unless it is absolutely necessary and can not be installed on the ground, on the side of the building, or inside the building.

C.5.2.6.2 The Contractor shall ensure that all roof mounted equipment is installed IAW the NRCA criteria and that it provides a continuous waterproofing seal with the membrane and that any exposed roof surface under and around the equipment can be easily maintained.

#### C.5.2.7 Roof\_Data\_Files

C.5.2.7.1 The Contractor shall ensure that roof data files are established according to the criteria listed in the "ROOFER" manual. These files will be updated each time any maintenance, repair, replacement, or overlay of the roof is accomplished.

C.5.2.7.2 When new building are transferred to the installation, the Contractor shall ensure that the new roof data is entered into the roof data files.

C.5.3 Electrical\_Work:

NOTE\_TO\_WRITER: Additional detailed information is available in CPW's DPW Electrical Plants and Systems Service Contract Guide No. G-5. The guide can be obtained by calling or writing CPW. See page ii for information.

C.5.3.1 The Contractor shall provide preventive maintenance, replacement and repair of all main disconnect devices, cables, wires, raceways, ducts, capacitors, regulators, grounding equipment, wall switches, conduits, receptacles, fire and smoke alarms, installed lighting fixtures, lamps, and clocks, as well as the parts and accessories necessary to distribute the electricity to the using equipment.

C.5.3.2 Electrical materials and equipment utilized by the Contractor shall comply with existing codes of the National Fire Protection Association, Bureau of Standards, and the American Safety Code listed in (specify). All electrical work shall conform to the requirements of the National Electrical Code (NFPA No. 701981). The Contractor shall submit proof that materials which he proposes to furnish conform to the standards of the (list testing organizations). The label of the testing

organization(s) shall be accepted as conforming to this requirement. In lieu of the label, the Contractor may submit a written certification from any nationally recognized testing agency, adequately equipped and competent to perform such services, that the items have been tested and conform to the standards, including methods of test, of the above testing organizations. The overall quality of any repair, including all materials, shall comply with applicable Federal specifications and be comparable to the original construction quality for the building or unit and shall be made in such a manner as to assure a safe and reliable electrical system.

C.5.3.3 The Contractor's mechanical and electrical work in buildings and structures shall include:

C.5.3.3.1 Install and repair electrical wiring systems and associated switches, distribution panels, light sockets, and outlet boxes.

C.5.3.3.2 Measure, cut, thread, bend, assemble, and install conduits; insert, splice, and connect wires to fixtures, outlets, switches, receptacles, and power sources.

C.5.3.3.3 Work from blueprints, wiring diagrams or sketches.

C.5.3.3.4 Locate, diagnose, and repair trouble occurring in power circuits, controls, switches, rheostats, thermostats, flow meters, and stop controls.



C.5.3.3.5 Test circuits and equipment.

C.5.3.3.6 Install, maintain, and repair a wide variety of electrical fixtures, tools, and appliances. (Insert a line for electric shop work for customer appliances - buffers, fans, etc.)

C.5.3.3.7 Follow maintenance schedules and instructions in delivery orders, perform inspections, provide maintenance services, diagnose system or equipment malfunctions, and repair.

C.5.3.3.8 Change light bulbs, replace fluorescent ballasts, and hang light fixtures limited to areas where fixtures are not readily accessible.

C.5.3.3.9 Inspect, test, clean, repair, and adjust electrical buzzer and bell circuits, light sockets, light fixtures, emergency lights and emergency lighting systems, fans, switches, office and heating appliances, clocks, rheostats, thermostats, electrical drills, grinders, and other shop equipment.

C.5.3.3.10 Install hospital and dental electrical equipment.

C.5.3.3.11 Install, test, maintain, and repair electric motors.

C.5.3.3.12 Maintain and repair floor buffing machines; replace gears, bearings, bushings, wheel switches,

handles, cords, and plugs. (Add paragraph covering grounding facilities. See AR 422-43 and address all DPW responsibilities such as TV antennas, washers, dryers, traffic signals etc. Insure that only electrical equipment classified as installed building equipment is included. e.g., generators, UPS, etc., with maintenance performed by others.)

C.5.3.3.13 Maintain and repair passenger and freight elevators, service hoists, and dumb waiters; make all necessary adjustments to relays, limit switches, speed control circuits, A.C. motors, and D.C. generators.

C.5.3.3.14 Maintain and repair automatic fire control (combustion) systems, electronic control systems of clocks, and bells; maintain range control lines.

C.5.3.3.15 Calibrate, align, test for electrical defects, repair and replace parts on electric control equipment which governs operation of gas and oil fired heating systems. Such equipment and instruments include: electronic controls and burner control systems consisting of photoelectric scanner and programming controls, orifice meters, flow meters, temperature and pressure recorders indicating pyrometers and accessories, modulating pressure controls, pressure regulators, magnetic starters, pump controls, low water cutoff and alarm systems, and electric radiator valves, etc.

C.5.3.3.16 Test equipment using a wide variety of

testing devices. (Specify the equipment.)

C.5.3.3.17 Maintain and repair electric controls consisting of thermostats, valve operators, damper operators, pressure reducing valves, selector switches, gradual switches, solenoid air valves, duct humidostats, and pressure switches.

C.5.3.3.18 Inspect, maintain, and repair hospital's oxygen, other gases and steam alarm systems.

C.5.3.3.19 Maintain calibration of test equipment IAW industry standards. (Specify the standards.)

C.5.3.3.20 Inspect high and low voltage control of all steam, gas, and hot water boiler controls and regulators, pressure low water cutoff switches, and related safety devices for functioning as designed once a month. (Specify intervals.)

C.5.3.3.21 Inspect gasoline refueling pump stations for proper (define proper) grounding of hoses once each month. (Specify intervals.) The Contractor shall maintain a log listing dates of inspections and the measured resistance to ground (in ohms) for each pump.

C.5.3.3.22 Monitor operation of emergency generator units at the hospital in the event of power outage to provide uninterrupted provision of power.

C.5.3.3.23 Record readings of all electric meters on a regular monthly schedule. (Specify schedule.) The meter readings shall be recorded in meter books provided by the

Contracting Officer and turned in to the Contracting Officer (specify) workdays prior to the end of each month. Coordinate with utility company readings as applicable. There is a need to read main meter(s) for acquisition purposes and where electricity is resold to tenants.

#### C.5.4 Plumbing\_and\_Steamfitting\_Work:

NOTE\_TO\_WRITER: Additional detailed information is available in CPW's DPW Water Plants and Systems Service Contract Guide No. G-8. The guide can be obtained by calling or writing CPW. See page ii for information.

C.5.4.1 The Contractor's plumbing and steamfitting work shall include the preventive maintenance of these systems and the repair or replacement of their associated components. The Contractor shall maintain plumbing and steam systems and their associated components IAW applicable sections of the (specify national, regional or local plumbing code). The quality of workmanship shall always be equal to, or better than, the minimum specified by the applicable code. The Contractor shall obtain approval from the Contracting Officer, in writing, prior to any deviation from the specified code requirements. The codes and standards are listed in (specify). The Contractor shall:

C.5.4.1.1 Unstop drain lines when blocked.

C.5.4.1.2 Adjust or repair leaky joints, faucets, and other outlets by replacing washers and tightening screws or fittings.

C.5.4.1.3 Install and repair domestic hot water heaters and plumbing fixtures to include commodes, urinals, kitchen and utility sinks, showers, and bathtubs.

C.5.4.1.4 Place and connect air, natural or manufactured gas, sewage, water fixtures and facilities such as hydrants, water lines and mains, water closets, lavatories, showers, sinks, dishwashing machines, gas heaters, stoves, and air compressor equipment.

C.5.4.1.5 Cut or drill holes and openings in walls and floors, chases, or slots, and set sleeves, thimbles, or inserts to provide passage and supports for pipe and fittings to pass through. C.5.4.1.6 Measure, cut, and thread pipe; assemble pipe sections; hang or lay assemblies in positions.

C.5.4.1.7 Lay and join concrete, clay, PVC, or iron pipes.

C.5.4.1.8 Maintain and repair interior plumbing waste lines, mixing, ball check, shower, waste, and overflow valves, water coolers, and domestic water heaters.

C.5.4.1.9 Replace bolts, pipe hangers, strainers, and drain covers that are damaged or missing.

C.5.4.1.10 Reset loose commodes.

C.5.4.1.11 Install hospital and dental equipment requiring plumbing.

C.5.4.1.12 Inspect and provide preventive maintenance for sluggish drainage in sinks, wash basins, tubs and showers, floor drains, urinals, commodes, and other drains.

C.5.4.1.13 Tighten commode mounting bolt and commode seats and adjust flow on flush valves on commodes and urinals.

C.5.4.1.14 Inspect piping, fittings, and fixtures for defective parts and make corrections; test connections for leaks.

C.5.4.1.15 Clean sand and other debris from sump pump pits.

C.5.4.1.16 Perform major (define) repair and overhaul work on pumps (i.e., disassemble pumps, replace worn impellers, shafts, bearings, gland seals, ream bearings for perfect fit; reassemble to specification for necessary clearance). Repair or replace sump pumps (currently there are approximately (specify) installed and operating), connect all interconnecting piping from pumping systems to service lines, replace check valves, gate valves, and pressure gauges. Remove and install entire pumping systems and make modifications to piping systems.

C.5.4.1.17 Perform repair and overhaul work on components found in pumps; i.e., boiler feedwater systems, condensate

return pump systems, hot water circulating pumps.

C.5.4.1.18 Repair heating systems, boilers, steam distribution and return lines; gasoline and diesel storage tanks, pumps, and dispensing systems; propane and natural gas lines; liquid petroleum storage tanks; process boilers and vat coils; chilled water lines; propane and natural gas regulators, meters, and valves.

C.5.4.1.19 Install, repair, modify, and adjust all types of propane and natural gas fired appliances and equipment such as ranges, hot water heaters, furnaces, and burners in boilers.

C.5.4.1.20 Connect steam, propane, natural gas, and water lines to kitchen and hospital equipment.

C.5.4.1.21 Visual inspection of area for natural gas leaks along mains.

C.5.4.1.22 Inspect propane and natural gas valves, regulators, and gas burning equipment for leaks.

C.5.4.1.23 Inspect cathodic protection devices and repair, or replace and clean and lubricate valves of natural gas mains.

C.5.4.1.24 Pump water out of gasoline and diesel tanks.

C.5.4.1.25 Inspect gasoline and diesel tanks for leaks, keep valves lubricated and vents free of debris. Clean

strainers.

C.5.4.1.26 Inspect stairs and platforms of above ground tanks and repair or replace broken steps.

C.5.4.1.27 Replace hoses on fuel dispensing pumps.

C.5.4.1.28 Inspect meters on fuel dispensing pumps for accuracy.

C.5.4.1.29 Calibration and maintenance of the natural gas meter(s) located at (specify) on a (specify) basis.

C.5.4.1.30 Maintain mixing/temperature control valves for X-ray equipment and film processing equipment to be accomplished on a monthly basis, see (specify).

C.5.4.1.31 Maintain steam, oxygen and other gas (specify) lines in the hospital and the accompanying alarm systems.

C.5.4.1.32 The Contractor shall notify the Contracting Officer prior to any steam, heat, or gas outages or curtailments at least (specify) hours before desired outage.

C.5.4.1.33 Secure and repair low and medium pressure gas distribution lines. Repair leaks with pressure on if lines cannot be secured.

C.5.4.1.34 Locate and mark location of underground gas lines using electronic pipe locating equipment.

C.5.4.1.35 Remove asbestos and dispose of it in accordance with EPA rules and regulations, and instructions



listed in Technical Exhibit (specify).

C.5.4.1.36 Install, remove, repair, and maintain plastic thermoweld pipe, or replace in accordance with ASTM.

C.5.5 Metal\_Work: The Contractor shall maintain, construct, repair or replace metal components of buildings and structures, installed building equipment, firing range fixtures, and shall construct and install metal components in support of other maintenance activities. Metal work shall include heating and bending to form metal shapes, drilling, torch cutting, hammer forging, grinding, sawing, and fitting of metal parts. The Contractor shall also weld all types of metals using electric, acetylene or inert gas shielded welding processes. Welding will be performed on light, heavy gauge, and hardened metals using flat, vertical, horizontal, and overhead positions. Processes include preheating, brazing, bead welding, tack welding, flame cutting, pressure welding, and heat treating. Metal work includes the full range of metal working and sheet metal activities (inspect, install, repair and replace) such as:

C.5.5.1 Inspect and repair coal fired equipment.

C.5.5.2 Inspect equipment for operation as designed on a scheduled basis during heating season.

C.5.5.3 Repair coal fired, warm air furnaces, space heaters, low pressure steam boilers, and hot water heaters.

C.5.5.4 The Contractor shall report to the Contracting

Officer all incidents where coal fired equipment has been damaged by willful destruction or neglect by (specify).

C.5.5.5 Fabricate, install, repair, replace parts or complete assemblies to include; metal components of buildings (except door hardware), metal parts of installed building equipment, utility systems, roadway structures, drainage structures, metal signs, installing anchorages in floors and walks to secure pilferable items.

C.5.5.6 Fabricate, install, and repair venetian blinds (delete if not applicable).

C.5.5.7 Fabricate, install, and repair window/door screens (delete if not applicable).

C.5.5.8 Fabricate, install and repair window/door security bars (delete if not applicable).

C.5.5.9 Perform welding shop services on equipment.

C.5.5.10 Maintain sheet metal shop equipment.

C.5.5.11 Maintain breech from boilers to stacks.

C.5.5.12 Assemble and fasten fabricated parts.

C.5.5.13 Install vent pipes for natural gas and oil fired equipment.

C.5.5.14 Repair, modify or fabricate metal items for all types of equipment, including light or intricately made mechanical parts, which must fit in assemblies where close tolerances are required.

C.5.5.15 Fabricate and use templates, jigs, patterns, blueprints, and other guides to repair, modify, or fabricate metal items for all types of equipment.

C.5.5.16 Maintain and repair oil, gasoline and diesel storage tanks.

C.5.5.17 Install and repair air ducts for air conditioning, heating and exhaust systems.

C.5.5.18 Install and repair gutters, downspouts, patio covers, canopies and awnings.

C.5.5.19 Install and repair security screens, partitions, gates and fences.

C.5.5.20 Remove, install, repair and maintain ductwork insulation.

C.5.6 Painting\_and\_Sign\_Fabrication: The Contractor shall perform painting and sign fabrication tasks necessary for maintenance, repair, replace and alterations of all buildings, structures, and facilities located at (specify). All painting and sign fabrication tasks shall be performed IAW approved IJOs, Sos, and all applicable governing directives (specify).

C.5.6.1 The Contractor shall store paint in sealed containers that plainly show the brand name, formula, and specification number which shall be legible at time of use. The Contractor shall not order paint in containers larger than five (5) gallons. The Contractor shall ensure all paint conforms to

TM 5618. Pigmented paints shall be furnished in containers not larger than five (5) gallons. The use of paint containing more than 0.5 percent lead by weight in the total non-volatile content of the paint is strictly prohibited for painting any surface covered by this section of the specification. Paint used in housing units shall be lead free. Upon request from the Contracting Officer, the Contractor shall furnish a supplier's record of batch production data and test results for each batch, except that batch production data may be limited to calculated lot composition and test results may be limited to weight per gallon, viscosity, fineness of grind, drying time, color, and gloss. When the required quantity of material of a particular color is five (5) gallons or less, a proprietary brand of material similar to that specified may be proposed, and the production data and test results specified above may be waived. All paint materials are subject to the approval of the Contracting Officer.

C.5.6.2 The Contractor shall apply paint by brush, roller, or airless spray. The Contractor shall not apply paint by conventional spray unless approved by the Contracting Officer. All paint shall be applied IAW manufacturer's recommendations. Paint shall be applied in sufficient thickness to completely cover the previous coat or surface. Surfaces being painted shall be sharp and clean where they adjoin other

surfaces, without overlapping.

C.5.6.3 The Contractor shall furnish samples of all paint colors that conform to TM 5-807-7 to the Contracting Officer or the requestor for selection.

C.5.6.4 Quality and workmanship for tasks shall be accomplished IAW Technical Manuals, Technical Bulletins, Army Regulations, and Technical Exhibits as referenced.

C.5.6.6 Exterior\_Painting: The Contractor shall paint all exterior surfaces and perform other painting requirements IAW TM 5618. Examples of surfaces to be painted are metal, wood, block and brick.

C.5.6.6.1 The Contractor shall move, reset in original location and protect furniture, equipment, and all Government or personally-owned property during the work performance for both empty and occupied buildings. Windows which do not operate freely as a result of painting shall be made operational within five (5) days of job completion.

C.5.6.6.2 The Contractor shall clean up work sites, during and after work assignments and remove all unused material or refuse from the worksite. Refuse and debris shall be removed from the work site at the end of each workday and deposited at the post landfill.

C.5.6.6.3 The Contractor shall furnish samples of all paint colors that conform to TM-5-807-7 to the Contracting

Officer or the requestor for selection. Examples of items which the Contractor shall paint are listed below.

C.5.6.6.4 Stacks and metal chimney (vents) located on all types and sizes of buildings, facilities, and structures.

C.5.6.6.5 Stairs including all exterior stairs, fire ladders, and fire escapes.

C.5.6.6.6 Buildings including all items such as walls, doors, windows, porches, eaves, sidings, trims, fences, storage structures adjacent to the building or structure.

C.5.6.6.7 Cement or metal constructions including items such as concrete curbs, and bridge abutments, guard rails, posts, and manhole covers.

C.5.6.6.8 Recreation areas including items such as fences, bleachers, boat piers, playground equipment, swimming pools and tennis courts.

C.5.6.6.9 Traffic control devices including crosswalks, parking lot lines, traffic markings on or by the roadside shall be painted in accordance with the Manual on Uniform Traffic Control Devices.

C.5.6.6.10 Safety units such as fire hydrants, bus stop stands, handicap ramps, and lifts.

C.5.6.5.11 Utilities such as electric substations and distribution steam lines.

C.5.6.6.12 Tanks including types such as gasoline,

diesel, propane, and oil.

C.5.6.6.13 Sanitation equipment such as dumpsters, trash cans, garbage cans, and wooden or trash can enclosures.

C.5.6.6.14 Bumpers such as loading dock and vehicle stops.

C.5.6.6.15 Bridges such as metal or wood type structures.

C.5.6.6.16 Support items such as support rails for steam lines, flag poles, and towers.

C.5.6.6.17 Automotive items such as tail gates, chain hoists, tail gate rack holders and snow or other type plows.

C.5.6.7 Interior\_Painting: The Contractor shall prepare and paint interior surfaces of buildings and facilities IAW TM 5-618 and all other applicable governing directives. Examples of surfaces to be painted are sheetrock, plaster, block, wood, cement and metal. Generally, interior painting includes walls, ceilings, trim, floors, pipes, conduits, ducts, built-in equipment such as cabinets and hoods, closets, and closet shelves, doors and columns. The Contractor shall accomplish color coding and directional marking of pipes and conduits, various safety markings on floors and walls and similar tasks. The Contractor shall not paint over manufacturer's data plates or other items such as outlet covers (unless previously

painted), hardware, windowpanes.

C.5.6.7.1 The Contractor shall move, reset in original location and protect furniture, equipment, and all Government or personally-owned property during the work performance for both empty and occupied buildings. Windows which do not operate freely as a result of painting shall be made operational within five (5) days of job completion.

C.5.6.7.2 The Contractor shall clean up work sites, during and after work assignments and remove all unused material or refuse from the worksite. Refuse and debris shall be removed from the work site at the end of each workday and deposited at the post landfill.

C.5.6.7.3 The Contractor shall furnish samples of all paint colors that conform to TM-5-807-7 to the Contracting Officer or the requestor for selection. Examples of items which the Contractor shall paint are listed below.

C.5.6.7.4 Paint interior walls, windows and door units, and kitchen cabinets.

C.5.6.7.5 Paint all repairs. Paint used for touchup and repairs shall blend with the color and texture of surrounding areas. The color of paint for entire walls or rooms shall be selected by the Contracting Officer from samples furnished by the Contractor.

C.5.6.7.6 Tape, spackle, and repair gypsum board



surfaces. Damaged surfaces shall be repaired. Severely chalked surfaces shall be prepared with a conditioner.

C.5.6.7.7 Strip, sand, and refinish wood floors of various types.

C.5.6.7.8 Move, reset, and protect furniture and equipment and protect all Government and privately owned property during the work performance.

C.5.6.7.9 Woodwork, including cabinets and doors, shall be repaired prior to painting. Surfaces painted with a gloss or semi-gloss paint shall be dulled with a surface conditioner. Knots and resinous wood shall be treated with a knot sealer.

C.5.6.7.10 Window screens and door screens shall be removed before painting. All screen frames shall be painted on faces and edges and allowed to dry; then replaced and fitted. Window runners shall not be painted.

C.5.6.8 Sign\_Painting: Determine media, methods, plan, design, lay-out, size of letters, pictorials, and other features such as suitable coloring, etc., bond sign faces to sign blanks and paint signs.

C.5.6.8.1 Design, fabricate, and paint posters, informational signs, directional signs, field training signs, safety signs, and banners.

C.5.6.8.2 Lay out work in order to produce lettering

and art features to scale, print in graduations, numerical designations, explanatory lettering, color coding for safety, and color coding munitions for training.

C.5.6.8.3 Draw details from rough sketches, drawings, photographs, etc., using chalk and paints.

C.5.6.8.4 Determine type of paint best suited for the job, mix colors for consistency needed to do the work, perform freehand and gold-leaf lettering, and silk screening of signs.

C.5.6.8.5 Work on a variety of surfaces such as metals, wood, and masonite.

C.5.6.8.6 Repaint and touch up signs in place on buildings, structures, appurtenances, and along streets.

C.5.6.8.7 Fabricate or paint traffic control signs in conformance with the Manual of Uniform Traffic Control Devices (specify date) published by the American Association of State Highway and Transportation Officials.

C.5.6.8.8 Install, remove, repair, replace signs and their related components.

C.5.6.8.9 Fabricate standard wood signs using below ground treated lumber.

C.5.6.8.10 Provide and cut metal for signs. Install/remove signs including wood and metal supports.

C.5.7 Keys\_and\_Locks:

C.5.7.1 The Contractor shall install, repair, maintain, adjust or replace electrical, mechanical, and combination locks, latches, panic devices, door closers, and strikes of different makes, sizes and shapes. These may be installed in buildings or building components. The Contractor's work shall include setting and changing lock combinations, recovering locks, making keys (upon approval of the Contracting Officer) and fabricating minor parts from raw stock. Key control requirements are addressed in paragraph (specify).

C.5.7.2 The Contractor shall provide locksmith service and perform repair, replacement, modification and conversion of all types of locks and locking type security devices, including Family Housing locking devices.

C.5.7.3 The Contractor shall provide a key-cutting service in compliance with key control regulations AR 190-11, AR 190-51, and AR 190-47. The Contractor shall duplicate keys and cut keys by code. The Contractor shall provide rekeying and mastering of lock systems. Mastering shall mean the capability to develop and execute original mastered systems in addition to expanding existing systems. The Contractor shall pick, decode, recode, manipulate, remove, diagnose problems, repair or replace and install locks.

C.5.7.4 The Contractor shall remove, repair, replace and install security items including high security hinges and

hasps, padlocks, rim locks, cylinder locks, strike latch sets, privacy sets, electric locking devices, mortise entrance door lock sets, horizontal locks, double lock security lock sets, narrow door stile dead bolts, tubular locks, dead bolts, sliding door locks, mail box locks, partition gate locks, rim dead bolt locks, push button combination locks, security screens, security bars, and panic hardware.

C.5.7.5 The Contractor shall install electronic entry and alarm systems.

C.5.7.6 The Contractor shall provide professional entry services to authorized tenant key control officers when directed by the Contracting Officer.

C.5.8 Masonry: The Contractor shall provide all masonry work to include concrete, brick, block (cinder), and glass and tile block to maintain all facilities or structures using TM 5-615 as a guideline. All work shall be consistent with the construction and appearance of existing facilities or structures. Masonry work shall include all facilities or structures work necessary to maintain, install, repair or replace foundations, columns, retaining walls, interior and exterior walls, floor slabs, chimneys, cornices, tuck pointing and cleaning; to extend downspouts and divert water from exterior walls; and to remove soot, ash, and similar items.

C.5.9 Carpentry: The Contractor shall provide all

carpentry work to maintain, install, repair or replace all buildings, structures or facilities. The Contractor shall use TM 5-615, TM 5620 and TM 5-621 as guidance. The Contractor's work shall be planned and accomplished to offer maximum resistance to fungus, mildew, termites, water absorption and all other harmful effects caused by the environment. All wood provided and installed by the Contractor in contact with concrete and masonry shall be preserved and treated by pressure methods and marked IAW the American Wood Preservers Institute Standards. Wood treated with waterborne preservatives shall be air and kiln dried to the moisture content IAW WWPAA Standards for lumber and marked with the word "dry." Treated wood shall be used in all exposed locations that lack protection from the weather. If a cut is made in treated wood, the cut shall be brush coated with a wood preservative. All carpentry work performed shall be consistent with the construction and appearance of the existing facility or structure. Carpentry work shall include all work required to maintain facilities or structures such as structural framing and fabricating steps, ramps, approaches, footings, docks, etc.; structural siding of wood, metal, vinyl, etc.; repairing stairs and floor coverings, broken steps, chipped tile, inlay units and damaged underlayment; repairing windows, interior/exterior screens, weatherstripping, glazing, caulking, installing window shades,

etc.; repairing/replacing doors, door frames, sills, trim and casings, lock sets, hardware, fillings and similar items. Glass replacement standards are at Technical Exhibit (specify).

C.5.9.1 Quality and workmanship for IJOs and Sos shall be accomplished in accordance with Technical Manuals, Technical Bulletins, Army Regulations and Technical Exhibits as referenced (specify).

C.5.9.2 The Contractor shall clean up work sites, during and after work assignments and remove all unused material or refuse from the work site. Refuse and debris shall be removed from the work site at the end of each workday and deposited at the post landfill (specify).

C.5.9.3 The Contractor shall be required to perform work in hazardous and surety areas. All work performed in these areas shall be in strict accordance with (specify), Surety and (specify), Unexploded Ordnance.

C.5.9.4 The Contractor shall repair, replace, fabricate, and install, in part or whole, all towers. (Specify location.)

C.5.9.5 The Contractor shall repair, replace, fabricate, and install, in part or whole, guard sheds, storage sheds, trailers, utility buildings, explosion rooms, cylinder storage sheds, and supplementary-type buildings. (Specify location.)

C.5.9.6 The Contractor shall move relocatable buildings. Preparation and movement of relocatable buildings shall include the raising, blocking, cribbing, preparation for moving and resetting building on foundation or slab. The Contractor shall anchor all relocatable buildings to the foundations or slabs.

C.5.9.7 The Contractor shall assemble, repair, disassemble all prefabricated utility buildings.

C.5.9.8 The Contractor shall repair, replace, fabricate, and install wooden and metal support columns, posts, beams, joists, rafters, girders, and other structural load-bearing members as required. The Contractor shall replace structurally sound wooden load-bearing members if they deflect, sag, warp, or cause undesirable visual effects.

C.5.9.9 The Contractor shall repair, replace, fabricate, and install wooden, vinyl, aluminum, and composition building siding and sheathing. The Contractor shall cover building trim such as jambs, sills, and casings with the same siding material as required. This task shall be performed IAW TM 5-809-8.

C.5.9.10 The Contractor shall fabricate, install, remove, repair, and replace, in part or whole, partitions, walls and ceilings consisting of wood/metal studs and framing, including furring strips. These partitions, walls and ceilings

shall be faced with sheetrock and shall be taped, spackled and sanded smooth in accordance with National Fire Code, National Fire Protection Association, Regulation #101. The Contractor shall remove, repair, install, and relocate metal partitions and metal ceilings.

C.5.9.11 The Contractor shall install, repair, and replace acoustical and suspended ceilings. The Contractor shall repair existing acoustical ceilings and suspended ceilings with matching tiles or completely replace ceilings. Partial repairs shall be performed in such a manner that repair work will not be discernible from the existing ceiling pattern. Installation of any new ceiling shall require approval of the DPW Fire Prevention and Protection Division prior to installation.

C.5.9.12 The Contractor shall install, repair, and replace wall paneling. All paneling to be installed by the Contractor shall require approval of the DPW Fire Prevention and Protection Division.

C.5.9.13 The Contractor shall install, repair, and replace vinyl-faced wallboard and all attendant vinyl trim.

C.5.9.14 The Contractor shall fabricate, install, repair or replace all types of building components, interior and exterior, including such items as astragals, shoe moldings, baseboards, cove base, casings, chair rails, valances, fascias, soffits, friezes, shutters, awnings, canopies, fire extinguisher



mounts and stations, wall accesses or with panels, and wall and ceiling coverings.

C.5.9.15 The Contractor shall repair, replace, fabricate, and install interior and exterior stairways including carriages, treads, risers, and skirting boards of steps, stairways and handrails constructed of any material, but primarily those constructed of wood. Additionally, the Contractor shall install safety anti-skid materials on steps and landing surfaces.

C.5.9.16 The Contractor shall repair, replace, and install partial or complete new floor coverings. The coverings shall be applied over concrete, wood, or under layments. The typical covering material used shall be asphalt tiles, wooden tiles, cork tiles, rubber tiles, vinyl tiles, ceramic tiles, quarry tiles, and various types of carpeting. The Contractor shall make all necessary repairs to base floors prior to installing, repairing, or replacing floor coverings.

C.5.9.17 The Contractor shall repair, replace, fabricate, and install, in part or whole, wooden subflooring and finish flooring. Additionally, the Contractor shall provide floor sanding service and sealant finishings for new and existing wooden surfaces. All floor replacements, repairs, etc., shall also be sanded and finished by the Contractor.

C.5.9.18 The Contractor shall repair, replace,

fabricate, and install wooden window sashes and doors including jambs, trim, casings, sills, thresholds, stops and various moldings.

C.5.9.19 The Contractor shall be required to repair, fabricate, and install wooden and metal screen doors and window screens, in part or whole, and install and adjust all associated hardware for such items. The Contractor shall install, repair, and replace, in part or whole, storm windows and storm doors.

C.5.9.20 The Contractor shall repair, replace, and install metal jambs, metal doors and metal windows.

C.5.9.21 The Contractor shall repair, replace, install, and adjust all doors; sliding, revolving, bi-fold, dutch and all shower door types.

C.5.9.22 The Contractor shall install or remove insulation in walls, ceiling, and floors.

C.5.9.23 The Contractor shall cut openings in existing structures to provide for the addition of doors, windows, chutes, utilities.

C.5.9.24 The Contractor shall repair, replace, fabricate, and install (with attendant steps, hand rails, and toe boards) building components including such items as ramps, bridges, barricades, porches, building skirting, fire escapes, fire ladders, cat and duck walks, foyers, utility docks, platforms, bumper blocks, landings, and handicap equipment and

structures. All handicap equipment shall be installed IAW Engineering Manual 11101-103.

C.5.9.25 The Contractor shall repair, replace, fabricate, and install wooden fencing with gates, lattice, poultry fencing and wooden framed chain link security enclosures and partitions.

C.5.9.26 The Contractor shall repair, replace, fabricate, and install miscellaneous items including cabinets, base cabinets, bookcases, display cases, counters, counter tops with sink basin, benches, tables, podiums, frames, bins, desks, plaques, formica applications, plexiglass and plastic projects, name plates, sign holders, flag stands, flag holders, air conditioner and fan mounts, skids, pallets, saw horses, bulletin boards, map boards, movie screens, shelves, window air deflectors, business furniture, fans, range hoods, shipping boxes, bath stalls, mixing troughs, obturator spacers, pest control devices, and various lathe turned decorative furnishings.

C.5.9.27 The Contractor shall cut and install and remove soap stone laboratory work surfaces.

C.5.9.28 The Contractor shall install, repair, replace and remove metal laboratory benches, cabinets, hoods, and counter tops.

C.5.9.29 The Contractor shall install, repair, remove,

and relocate metal partitions and stalls.

C.5.9.30 The Contractor shall repair, replace, fabricate, and install test-related items including items such as animal boxes, vehicular test bumps, velocity coils, amphibian ramps, oak wedges, stakes, chocks, blocks, targets, target stands, test fixtures, brackets, stands, racks, stills, Chemical Biological Radiological (CBR) filter holders, gas mask holders, test cradles, sky screen with covers, firing ports, and environmental-climate test chambers in support of testing operations.

C.5.9.31 The Contractor shall repair and renovate the interiors and exteriors (including roof repair) of various special purpose trailers including (specify).

C.5.9.32 The Contractor shall remove portions of buildings as necessary to facilitate the installation or removal of outsized equipment. Upon final installation of the previously removed equipment, the Contractor shall reinstall affected building portions. Openings shall be reconstructed to original strength and integrity but shall provide a means of future accessibility without further structural changes.

C.5.9.33 The Contractor shall repair, replace, fabricate, and install recreation equipment and facilities. Some examples of work required are installation, repair and replacement of baseball field backstops, park benches, swimming

pool diving boards, tennis court screens, basketball backboards, bleachers or stands, birdfeeders, birdhouses, emergency lights, bug lights, light posts, and saunas.

C.5.9.34 The Contractor shall repair, fabricate, and install, in part or whole, all mission related boat dock facilities, including various dry-dock associated items such as boat cradles, cribbing, protective covers and underwater pilings. (Specify location.)

C.5.9.35 The Contractor shall repair, replace, fabricate, and install vehicle decking including railroad car deckings and boat decks. Additionally, the Contractor shall repair, replace, fabricate, and install side boards for cargo beds of material handling vehicles.

C.5.9.36 The Contractor shall fabricate, repair, and replace wooden members of non-portable air conditioner units such as cooling tower slats and vanes. Additionally, the Contractor shall install portable air conditioning units. The Contractor shall secure air conditioners in openings, fill void between air conditioners and building members.

C.5.9.37 The Contractor shall repair, replace, fabricate, and install grilles, louvers, vents, ductwork, skylights, trap doors and access hatches.

C.5.9.38 The Contractor shall provide a general sharpening service to include the following types of cutting

tools:

Saw Blades - Steel and carbide teeth

Planer Blades - Steel and carbide teeth

Jointer Blades - Steel and carbide teeth

Chisels - Steel edge

Shear Blade (paper) - Steel edge

Scrapers (foot & hand) - Steel edge

Scissors - Steel edge

C.5.9.39 The Contractor shall anchor or install items such as recreational equipment, portable test items and relocatable items.

C.5.9.40 The Contractor shall provide, fabricate, repair, install, and remove after use, all scaffolding and shoring including rigid metal and built-up wooden scaffolding and shoring. The Contractor shall install scaffolding and shoring IAW standards set forth in OSHA 29 CFR, Parts 1910 and 1926.

C.5.9.41 The Contractor shall fabricate, install, repair, and remove all wooden forms utilized in concrete construction.

C.5.9.42 The Contractor shall pack, crate, and prepare for shipment all serviceable and unserviceable items being returned to the supply source including test weapons, machinery, and various equipment.

C.5.9.43 The Contractor shall fabricate pallets, skids, containers, boxes and crates for the handling and shipment of contaminated toxic equipment and materials. Further, the Contractor shall package or palletize the toxic equipment and materials for handling and shipment IAW standards set forth in (specify), Surety.

C.5.9.44 The Contractor shall provide plastering service for repair, replacement, and installation, in part or whole, of plaster walls and ceilings including lathing. Plastering and lathing shall be performed IAW TM 5-621.

C.5.9.45 The Contractor shall repair, replace, and install, in part or whole, quarry and ceramic floors, walls and ceiling tiles and ceramic accessories including towel bars, soap dishes, and toilet paper holders. The Contractor shall grout all tile repairs and new tile installation. Additionally, the Contractor shall install, replace and repair bathtub enclosure kits and modular showers. The Contractor shall grout and caulk all tub enclosures. Cleaning and regrouting of existing tile shall also be performed.

C.5.9.46 The Contractor shall apply waterproofing treatments to existing masonry in buildings and structures. Example: Silicone liquid application to roof parapet walls.

C.5.9.47 The Contractor shall weatherize, grout, and caulk, in part or whole, buildings and structures. Grouting and

caulking shall be performed IAW TM 5-818-6 and TM 5-620, respectively.

C.5.9.48 The Contractor shall scale and clean in conjunction with the performance of specific tasks. Examples: prior to caulking swimming pool joints, plastering, spackling.

C.5.9.49 The Contractor shall repair and install fiberglass applications including items such as containers, shower/bath unit, tanks, etc.

C.5.9.50 The Contractor shall repair, replace, fabricate, and install, in part or whole, all roofing not currently under any other independent contractual agreement as noted in (specify). The Contractor shall use roofing materials to match existing roof types, including wood, transite, concrete, shingle or felt, tile/slate, metal and foam built-up roofs using tar and/or other roofing materials with or without gravel covering. The Contractor shall install, repair and replace, in part or whole, sheathing, rafters, joists, trusses, purlins, roof curbs. Roofing shall be performed IAW AR 420-70, TM 5-617, the ROOFER Engineered Management System (when implemented) and the National Roofing Contractors Association (NRCA) "Roofing and Waterproofing Manual." The Contractor shall be required to clean rain gutters, down spouts, roof drains, and roof scuppers.

C.5.9.51 The Contractor shall repair, replace, and



install flashing and counterflashing.

C.5.9.52 The Contractor shall install, remove, repair, and replace general utility items and accessories such as hand towel dispensers, pencil sharpeners, rest room fixtures, coat and robe hooks and hangers, clocks, closet poles, shower rods, broom and mop holders, antennas, plastic safety caps, safety chains, brackets, mounting, channels.

C.5.9.53 The Contractor shall install, repair, and replace vinyl wallpaper.

C.5.9.54 The Contractor shall install, repair, and replace playground equipment.

C.5.9.55 The Contractor shall install, repair and replace blinds, curtains and shades including all hardware for same.

C.5.9.56 The Contractor shall fabricate wooden sign blanks and install, repair, and replace signs and sign holders on the interior and exterior of buildings.

C.5.9.57 The Contractor shall repair, replace, install, and adjust building hardware items including door closers, kick and push plates, foot and head bolts, barrel bolts, passage and keyed locks, dead bolts, door stoppers, hinges, pull chains, cabinet catches, strike plates, handles, knobs, thumb turns, escutcheons, window locks, mail slots, mail boxes, sash balances, sash cords, service covers, radiator and baseboard

heater covers, heat shields (stove), window cranks, door sweeps, gaskets, door holders, door guards, door view glass (peep hole), hook and eyes, and rain gutter hangers.

C.5.9.58 The Contractor shall remove waste, scrap wood and hopper-collected sawdust from Government-furnished facilities listed in Technical Exhibit (specify).

C.5.9.59 The Contractor shall provide for the hauling and storage of building materials used for work performance.

C.5.9.60 The Contractor shall remove hazardous building materials from existing buildings and structures. Asbestos insulation used in old work shall be removed from the site. All hazardous material removed shall be processed IAW 29 CFR 1910 and other applicable regulations (specify).

C.5.9.61 The Contractor shall repair and secure buildings, structures, and facilities damaged by storm, fire, freezing, vandalism, and operational accidents. Additionally, the Contractor shall winterize and dewaterize buildings and structures.

C.5.9.62 The Contractor shall provide assistance and consultation to (specify) tenants. Some examples: drilling, cutting, providing lumber and material, "layout" proposed tenant changes, inspect for structural flaws, aiding the self help program, leveling tenant equipment.

C.5.9.63 The Contractor shall occasionally be required

to 112 move tenant furniture when accomplishing specific tasks.

C.5.10 Glass\_Replacement\_and\_Glazing: The Contractor shall repair or replace damaged, deteriorated, missing or inoperative glass in windows and doors including interior and exterior windows and doors, display cases, bookcases, fixed areas and picture frames IAW TM 5-620. Damaged and deteriorated sashes, frames and other components shall be removed and replaced. Misaligned frames shall be realigned and made plumb.

C.5.10.1 Cracked or broken glass shall be removed and disposed of by the Contractor. Glazing shall be removed. Replacement glass shall be installed the same day damaged glass is removed unless material is not available. If this is not possible, the Contractor shall completely close and secure the window opening with minimum 1/2-inch plywood. Plywood shall be secured on the exterior and shall be mounted to deflect rain from the building.

C.5.10.2 Material shall be of the same strength and thickness as original material. Material is to be replaced in kind. Materials include glass, lucite, Kay-Rex (rigid vinyl), safety plate and plastic, sunlight, and heat reflecting plastic film, and Thermopane.

C.5.10.3 Preparation and installation of glazing shall be 113 IAW the Federal Glass Manufacturer's Association Glazing

Manual and the manufacturer's application recommendations.

Missing, damaged, or deteriorated glazing points, chips, shims, angles, beads, setting blocks, spacer strips, and other glazing accessories shall be replaced to provide a complete, sound glazing assembly.

C.5.10.4 Glazing compound and glazing sealant shall conform to Federal specifications TT-G-410; glazing used with aluminum or wood frames shall conform with existing color. The Contractor shall not use nonskid components, nonresilient-type preformed sealers or preformed impregnated-type gaskets.

C.5.11 Maintenance\_of\_Playground\_Equipment: The Contractor shall maintain and repair all playground equipment semi-annually. The Contractor shall furnish the Contracting Officer a detailed report of all equipment requiring repair or replacement. In the event the inspection reveals damaged equipment which results in a safety hazard the Contracting Officer shall be notified immediately.

4. General\_Tasks\_and\_Standards\_Examples. The installation should carefully consider any related administrative services and require only those that are necessary. The general tasks and standards listed below should be inserted in paragraphs C.1 through C.5 of the contract, or in the Special Contract Requirements Section (SECTION H) as applicable.

NOTE\_TO\_WRITER: A local decision is required as to

extent of the review in the management area. It is recommended that the Government receive and assign priority to all repair work (work order control desk), as a Contractor will not normally be aware of Government's plans to upgrade, change, or alter, etc., equipment or facilities. The enclosure to HQDA LTR 420-85-3 provides examples for prioritizing work. However, this interface should be limited to that needed for efficient, effective service. (See OFPP PAM #4 (Part II of supplement to OMB Cir. A-76) for PWS format.)

C.\_ Service\_and\_Maintenance\_Management: The Contractor shall provide all services and maintenance management required to perform the work and meet all performance standards as specified. Standards may be specified in the performance statements or attached performance statements summary tables. Where publications containing additional standards are advisory in nature IAW reference, acceptance of the work shall be based upon the reasonable and logical judgment of the Contracting Officer using the standards as guidance. The Contractor shall be aware of improvements in state-of-the-art for all RPMA functions covered under the contract. Such awareness is a necessity if the Contractor is required to advise the DPW as to best means to resolve RPMA operational, maintenance, and repair

problems in the 115 most economical manner possible.

C.\_ Inspections: The Contractor shall make a comprehensive inspection of all facilities, and submit a preventive maintenance (PM) service plan along with the Contractor's quality control (QC) plan and annual work management plan NLT (specify). The preventive maintenance plan shall list all PM schedules and discrepancies found and all work anticipated for maintenance or repair of the facilities. Each subsequent 12 months thereafter during the contract period, to include any extensions of contract term, the Contractor shall make an additional inspection of the total facilities and update the annual work management plan (specify minimum/maximum interval). The Contractor shall make additional inspections as necessary to provide that all contract work is accomplished as specified. Inspection files shall be prepared and maintained by the Contractor which shall reflect past and current inspection dates, results of all inspections, corrections required, and corrections made. If corrections have not been made, the file shall include a schedule for completion of required work and provide an acceptable explanation to the Contracting Officer as to why corrections have not been made, to include BMAR (that work delayed by the DPW). Current Government inspection files will be turned over to the Contractor on contract start date. (See FAR 52.246-1 and 52.246-4 or other applicable clause of FAR

and its supplements and reference applicable inspection clauses).

C.\_ Staff\_Visits: The Contractor is advised that HQDA/MACOMs often conduct staff visits to the installation, to include functional areas covered under the contract. These visits usually result in recommendations for improvements deemed necessary to enhance the overall mission. In addition, the visits may require support such as providing knowledgeable personnel to tour and inspect the areas. The Contractor shall provide support, as necessary. These visits are estimated to occur (specify) times per year. Recommendations for improvements of areas or work which are the Contractor's responsibility shall be implemented as directed by the Contracting Officer.

C.\_ Contractor\_Contact\_with\_Government\_Personnel\_

Caution\_to\_Contractor: The Contractor is advised that any work at the direction of unauthorized Government personnel, or without an approved DPW authorization (SOO, SO, IJO) will not be credited as work accomplished under the contract. All RPMA work will be controlled and monitored by the Government by use of SO, SOO, or IJO documents as defined in (specify) and the Contractor's schedules. The Contractor's responsibility for use of these documents is set forth in (insert applicable requirements). The Contractor is further cautioned that failure

to provide work schedules as specified will result in a determination that required work was not performed and no payment will be made due to the Government's inability to verify performance.

C.\_ Work\_Control:

C.\_. The Contractor shall schedule and perform all work IAW the terms and conditions contained in the contract. The Contractor shall develop and provide all specified written plans and schedules. The Contractor shall develop and provide a comprehensive, detailed maintenance schedule for daily, weekly, biweekly, monthly, quarterly, semiannually, and annually startup and shutdown work. The Contractor's schedules shall reflect current maintenance document recommendations (to include manufacturers' maintenance recommendations and instructions). All tasks shall be listed and performed IAW these recommendations and the Contractor's schedules. All schedule(s) shall be kept current. Work schedules shall be provided to and shall be subject to Contracting Officer review and approval (Ref. SECTION F).

C.\_. The Contractor shall provide a local telephone number, or a long-distance telephone number with reverse charges, as applicable, that is answered 24 hours per day, seven (7) days per week, at which the Contractor can be notified of emergency work. The Government shall not be expected to call a series of



phone numbers in order to locate the Contractor or the Contractor's designated representative. FAILURE TO MAINTAIN ACCEPTABLE COMMUNICATION CHANNELS SHALL BE UNSATISFACTORY SERVICE. (Installation will insert any necessary time frames.)

NOTE\_TO\_WRITER: Repetitive work should be scheduled by the Contractor at the same time period on each consecutive day work is scheduled to be performed. If repetitive work can be measured without scheduling, do not specify. The Contractor should only be required to schedule tightly if necessary to contract surveillance. A complete preventive maintenance program must be developed as specified by the Government, IAW DODI-4165-64, dated 23 May 1985.

C.\_.\_ The Contractor shall inspect, schedule, control, and perform all work covered by the fixed-price portion of the contract IAW the Government established priority. Contractor-initiated level III work shall be initiated by job order request (JOR-DA-Form 4283). This form shall be submitted by the Contractor to the Contracting Officer for further action.

C.\_.\_ The Contractor shall receive requests for estimates or firm fixed prices, as applicable, for Level III work within contract scope for negotiation purposes under the indefinite delivery portion of the contract. The Contractor shall provide accurate and complete response to such requests within five (5)

workdays unless additional time is granted, in writing, by the Contracting Officer.

C.\_ Weekly\_Schedules: The Contractor shall submit detailed functional area schedules of work covering the following week NLT the (specify) day of the current week. Each functional area schedule shall include preventive maintenance schedules for the function's equipment and systems to be maintained. The first weekly schedules shall be submitted NLT ten (10) workdays prior to commencement of work. The schedules shall indicate what, when, and where required work is to be accomplished. The Contractor shall attend scheduled maintenance meetings with the DPW (specify needs) to assist in development of mutually compatible work schedules. The Contractor shall work to the schedules. Revisions or changes to any schedule shall be submitted (specify time frame) in advance and shall indicate reason for any revision or change. All revisions and changes are subject to Contracting Officer review and approval prior to implementing such revision or change. Contracting Officer approval/disapproval may be oral or in writing, depending on the occasion. The Contractor will be notified (specify) days in advance of any unscheduled meetings.

C.\_ Reports: The Contractor shall provide all reports described herein and in Technical Exhibit (specify). Unless otherwise specified, two (2) copies shall be provided to the

Contracting Officer.

C.\_.\_ Report any circumstances of needed repair of the facilities, unusual soiling of an area, unhealthy or hazardous conditions, or any delays or interference of work by Government employees. Such reports shall be made as expeditiously as possible to the Contracting Officer.

C.\_.\_ Report to the Contracting Officer all personal articles found by the Contractor or the Contractor's employees. Found articles shall be turned into the Provost Marshal's Officer by the Contractor within one (1) working day.

C.\_ Records\_and\_Filing\_Systems:

NOTE\_TO\_WRITER: See Notes to Writer (page 39) concerning IFS-M prior to writing this part. Be specific and detail file and records requirements. Specify "who" in Government will be authorized to request work, etc. Files and records must be held to minimum required. See notes on Page C-39 to determine report requirements. All files/filing requirements must be listed on the CDRL (DD Form 1423) or other applicable listing.

C.\_.\_ The Contractor shall prepare and maintain complete and accurate operating, maintenance, and repair reports submitted by the Contractor to the Contracting Officer of all work IAW (specify). (Do not require records, files, etc., where

work is Contractor responsibility.)

NOTE\_TO\_WRITER: Project files will be maintained by the Government residual management staff as required by AR 420-17 (page 3-1, para. 3-8), "Establishment of Official Project Files." A project folder is required for construction costing more than \$15,000 or maintenance and repair costing more than \$50,000. The residual staff will also maintain SO, SOO, and IJO documents and operate and maintain IFS-M.

C.\_.\_ The Contractor shall maintain complete and accurate equipment and facility records and files.

C.\_.\_ Completion of all forms and/or reports listed within the contract is required. All necessary blank forms will be provided by the Contracting Officer. If completed forms and/or reports are not submitted within the established time frames, or if the submitted copies are incorrect or incomplete, the Contracting Officer may, in addition to any other rights of the Government under the contract, withhold payment of any moneys due to the Contractor, in full or in part, until correctly completed documents have been submitted.

C.\_.\_ The Contractor shall provide to the Contracting Officer, markup drawings or other requested information for updating real property records. Markup drawings shall be legible and shall include in detail any update. This

documentation is required whenever any alteration or reconfiguration of an existing system is made. All drawings shall be made on standard size sheets made to applicable drafting standards (specify standards or state where found.) (Ref. FAR 361.102)

C.\_ Utility\_Operating\_Files\_and\_Logs: The Contractor shall maintain operating logs and an operating log file on equipment identified in Technical Exhibit (specify). The logs shall be retained for a minimum of two (2) years unless otherwise specified by the Contracting Officer. All operating files and logs shall be turned over to the Contracting Officer upon contract completion or termination.

C.\_ Supply: The Contractor shall: (If supply system remains in-house, specify how the Contractor will interface with Facilities Engineering Supply System (FESS); e.g., by providing input data. Insert data required.)

C.\_.\_ Maintain the Government-furnished supply items. Maintain records to provide accountability of any Government supply items. (Specify any necessary minimum levels of stockage.)

C.\_.\_ When repair parts can only be obtained from Government sources, request repair or replacement parts through the military supply system by filling out DD Form 1348, DA Form 3953, or other applicable forms (specify other forms).

Procedures and methods to be used, and list of parts and supplies available only through the military supply system are shown in attachment (specify). (Ref. FAR 52.251-1)

C.\_.\_ Inspect shipments of new equipment or repair parts provided by the Government upon receipt to verify that all parts are present and that needed items have been delivered as requested. Any discrepancy in such shipments shall be reported to the Contracting Officer, in writing, within (specify) from time of receipt. (Installations will not require a Contractor to inspect or accept, for the Government, shipments from other Contractors. This is a Government responsibility.)

C.\_ Equipment\_Replacement\_(Government\_Property): If an item of Government property is determined by the Contractor to be beyond economical repair, the Contractor shall recommend to the Contracting Officer in writing that such equipment be replaced. Substantiating data to support the recommended replacement shall be included. If the Contracting Officer agrees that such equipment should be replaced or repaired, and replacement or repair is authorized, the Contractor shall accomplish the work IAW the appropriate work level criteria. The Contractor shall prepare DD Form 1348-1 for property disposal.

C.\_ Salvage: The Government retains all salvage rights to replaced property of value. The Government will determine value. The Contractor shall prepare DD Form 1348-1 for property

disposal. C.\_ Personnel:

C.\_.\_ The Contractor shall act as, or provide, a project manager physically present on site, except on legal public holidays, during the hours (specify) through (specify), Monday through (specify). The project manager shall conduct overall management coordination and shall be the central point of contact with the Contracting Officer for performance of all work under the contract. Another individual may be designated to act for the project manager when work is being performed at hours other than as listed above or during absences such as illness, vacation, etc. Advance notice of such change shall be provided to and reviewed by the Contracting Officer. The project manager, and any individual designated to act for him, shall have full authority to contractually commit the Contractor for prompt action on matters pertaining to Contractor administration of the contract. The project manager (and any alternate) shall be able to understand, speak, read, and write the English language. (If manager(s) are required to be on site at times other than normal duty hours for emergencies, etc., specify requirements.)

NOTE\_TO\_WRITER: Any certification or other personnel qualifications (not Contractor experience) should be listed. If a project manager is required in more than one (1) functional area, reword the paragraph as

appropriate.Consolidate and include training requirements in one (1) paragraph. Where the Contractor is required to train Government personnel, the specific training tasks should be consolidated under one (1) heading and included as appropriate.

C.\_.\_ The Contractor shall provide all necessary personnel to accomplish all contract work or service within specified time frames. This provision shall apply notwithstanding past historical records, estimates of personnel needed, or any minimum levels established elsewhere herein to include any Contractor proposal incorporated by reference. All personnel utilized under the contract shall be legal residents of the United States. Contractor personnel performing the following duties shall be U.S. citizens (DPW will identify the applicable positions and document the file to show why only U.S. citizens can perform).

C.\_.\_ The Contractor shall provide a sufficient number of trained, qualified personnel to perform all of the services required by the contract.

C.\_.\_ Prior to the contract start date (specify), the Contractor shall provide a list of all employees who will perform work under the contract to the Contracting Officer. The list shall include the full name, Social Security number, and



work assignment of each employee. The Contractor shall notify the Contracting Officer in writing, of any addition, deletion, or change in work assignment within five (5) working days (before/after) the change. Each of the Contractor's employees shall conspicuously display a badge on themselves which shall include the full name of the employee, the legal name under which the Contractor is doing business and a badge serial number. The Contractor shall provide all employee badges.

C.\_.\_ All Contractor employees shall abide by those publications listed as mandatory in paragraph (specify). The Contractor shall also comply with all applicable Federal, State, and local laws and regulations. Copies of installation rules and regulations will be made available by the Contracting Officer and posted in the Contractor's office.

C.\_.\_ The Contractor shall provide uniforms for (insert functions requiring uniforms) and rank insignia of a style and color (specify acceptable types) approved by the Contracting Officer. The uniforms shall be maintained so as to provide acceptable appearance at all times. (Specify that the Contractor shall be responsible for uniform maintenance and establish acceptable appearance standards: delete rank insignia if not needed.)

C.\_ Contingencies: The Army must plan, in advance, how it will meet mission requirements in event of a national emergency or

natural disaster. The Army must be able to react to such events without undue delay. Sudden or unusual events could impact upon the Contractor's performance and contract requirements. In the event that unusual conditions as specified below develop, the Contractor shall continue, and expand if necessary, contract performance. In the event that a national emergency or national disaster occurs and results in an increase of work directed by the Contracting Officer, and an increase in cost of performance, such increase will be subject to the Contract Clause entitled "CHANGES." (AR 210-10, Change 2, spells out some contingency plans.) (Ref. SECTION L)

C.\_.\_ A sudden build-up of military forces increases contract requirements.

C.\_.\_ A natural disaster occurs which impacts upon the Contractor's ability to perform.

C.\_.\_ A strike occurs which impacts upon the Contractor's ability to perform (insert other events identified by the installation).

C.\_.\_ In all cases, the Contractor shall assume that the Army cannot provide any supplemental forces and will continue to need the same or additional performance under the contract, which the Contractor shall be required to meet.

NOTE\_TO\_WRITER: Contingency requirements, on a case-by-case basis, must be established at each DPW. The

activity must prepare a contingency plan that addresses what course of action should be taken under such circumstances. The Contracting Officer will then be in a position at the time of the emergency to define what is needed and direct the Contractor to take necessary action, based on the emergency condition. Specify any Contractor responsibility to provide update or recommended changes in operations, which will affect spill plans or improve military operations. Any recommended changes should indicate value engineering reasons. Development of contingency plans is a Government responsibility. (See AR 5-20 for policy on mobilization contingencies.) Draft Contractor contingency plans should be required with bid/offer and specified in SECTION L of the solicitation.

C.\_ Disasters: In the event that GFP is damaged by events of a disastrous nature, such as flood, cyclonic wind, fire, or if the Contracting Officer determines that disaster response action is necessary to protect GFP from such damage, the Contracting Officer may direct the Contractor to perform work to protect such GFP. The Contractor shall respond to such disaster work requests from the Contracting Officer within one (1) hour during normal duty hours and within two (2) hours during non-duty hours

following receipt of request. When disaster response work is directed by the Contracting Officer and performed by the Contractor, the contract price may be adjusted pursuant to the "Changes" clause of the contract.

C.\_ Emergencies: The Contractor shall respond to requests for emergency service from the Contracting Officer within one (1) hour during normal duty hours and within two (2) hours during non-duty hours following receipt of request. (Emergencies normally arise as the result of adverse weather, such as a heavy rainfall or extreme windstorm, and the Government anticipates that no less than (specify) and no more than (specify) such requests will be made each year, with an annual average of (specify events).

C.\_ Security Requirements: The Contractor shall comply with all applicable installation security requirements (specify where found). The Contractor shall submit the name, SSN, and address of specified employees working under the contract and shall fill out questionnaires or other forms as may be required for security purposes as shown in attachment (specify)). (Ref. DOD 5220.22R and 5220.22M)

NOTE\_TO\_WRITER: Specify applicable security regulations, instructions, directives, SOPs (as information only), etc. Identify to specific facilities or positions. Include, or provide

attachment, clear, concise instructions as to method for obtaining security clearances. Specify clearance level(s). Include a statement that if the Contractor fails to obtain and maintain security clearance that "watchers" will be provided by the Government, one on one, at Contractor's cost. Establish such cost. This will provide incentive to obtain and maintain clearances as such "watchers" would be expensive. Note, however, that many Army activities have requested security clearance under the Defense Industrial Security Programs (DISP) for Contractors who do not require access to classified information, but must work within restricted areas. A suitability investigation should be requested IAW para. 3-601, AR 604-5 (DOD 5200.2-R). A security clearance under the DISP is not a license for access to classified information or a substitute for security measures designed to prevent unauthorized access.

C.\_ Physical\_Security: The Contractor shall develop and implement a security program to control access to GFP on a 24-hour day, seven (7)-day-a-week basis to prevent unauthorized entrance, vandalism, pilferage, larceny, sabotage and fire; and to provide adequate internal safeguards for the security of all GFP under the contract.

C.\_ Access\_to\_Installation: The Contractor and his employees while on the (installation) (post) (fort) (reservation), are subject to all law enforcement requirements. If problems are encountered with access to areas, stations, sites, etc., the Contractor may contact one (1) or more of the following:  
(include name, section, telephone and duty hours).

C.\_ Contractor\_Notification: The Contractor shall establish a communication system such that his project manager or an individual designated to act as the project manager can be contacted at any time by the Contracting Officer within one (1) hour from the initiation of notification. As a minimum, such a system shall include the names and home telephone numbers of three (3) such individuals.

C.\_ Vehicle\_Registration: The Contractor shall obtain, and shall require Contractor personnel to obtain vehicle passes/decals from the Provost Marshal prior to commencement of contract work on the Government installation IAW (insert installation regulation or instructions). Vehicle passes/decals shall be returned by the Contractor to the Provost Marshal within (specify) hours when any employee is no longer in the services of the Contractor. All passes/decals shall be returned upon completion or termination of the contract. The Contractor shall maintain records of licenses of heavy equipment operators in order to verify and document operators' skill in using heavy

equipment.

NOTE\_TO\_WRITER: A draft Contractor Quality Control Program (QCP) may be required along with an offer if needed by the Contracting Officer to utilize in his determination of responsibility of the Contractor for a RFP. A draft Contractor QCP may be required for an IFB not later than (specify days) after award. DoD directive 4155.1 should be used as a guide to write QC requirements. (Ref. FAR Part 46, and DFARS Part 246.102 "Policy")

C.\_ Contractor\_Quality\_Control\_Program: The Contractor shall establish and maintain a Quality Control Program (QCP) which ensures that all requirements of the contract are met as specified. Work will be permitted only after review and acceptance of the QCP, or at least review of that portion of the plan applicable to the specific feature of work. At the discretion of the Contracting Officer, no work shall be performed nor any invoice be processed under the contract until the entire QCP has been reviewed and accepted. (If allowed to perform, the Contractor must be paid for any work performed satisfactorily. Payment will not be withheld in such instance. Do not allow Contractors to determine your needs for you.)

(Ref. SECTION F)

C.\_ Draft\_Quality\_Control\_Program: For an RFP, a copy of the Offeror's draft Quality Control Program (QCP) must be submitted

along with the offer. The responsibility includes providing inspection and inspection reporting, systems testing as required by the contract, providing survey control, preparing as-built drawings, maintaining inspection and system testing documentation, including off-site quality control records such as manufacturer's certificates of compliance, and submitting copies of all contract documentation to the Contracting Officer. The QCP shall include as a minimum the following:

- C.\_.\_ Confirm when and where routine testing will be required and arranging with the laboratory to have tests performed.

- C.\_.\_ Provide lab personnel with needed information.

- C.\_.\_ Witnessing all testing and verifying that requirements were followed.

- C.\_.\_ Arrange for specialist assistance for witnessing testing, as required.

- C.\_.\_ Record all testing on a Daily Construction Report or other required reports as required.

- C.\_.\_ Document all areas of nonconformance.

- C.\_.\_ Maintain copies of test results, inspection reports, certification papers and permits.

- C.\_.\_ Verify that testing devices are calibrated.

- C.\_.\_ Coordinate site activity.

- C.\_.\_ Visual inspection of all items not requiring laboratory testing.



C.\_.\_ Prepare and maintain inspection checklists.

C.\_.\_ Provide methods of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable.

C.\_.\_ Methods of documenting and enforcing QC operations of both prime and any subcontractor work, including inspection and testing.

C.\_.\_ Methods for key control.

C.\_.\_ Provide winterization plans and procedures.

C.\_.\_ Construct the QCP in such a manner that each functional area plan may be extracted and used for that function only and not contain information extraneous to that function.

C.\_.\_ All key personnel of the Contractor's organization shall be identified and their authority, or lack of authority under the contract, shall be clearly defined.

C.\_.\_ A quality control (QC) inspection system covering all general and specific tasks included in the contract scope of work. Tasks or areas to be inspected on either a scheduled or unscheduled basis, and the manner in which inspections are to be conducted will be specified.

C.\_.\_ The names of firms or individuals tasked to perform inspections and the extent of their authority. An organization chart or other approved form will show this information.

C.\_.\_ Proposed test methods, including names and

certifications or licenses of technicians and qualified testing laboratories to be used.

C.\_ Quality\_Assurance: The Government will monitor the Contractor's performance under the contract using criteria specified in SECTION E (Performance Requirements Summary). The Government reserves the option to implement whatever surveillance plan it considers appropriate, and to modify that plan as applicable.

C.\_ Acceptability: The Contractor's work and any services performed shall be accepted only when in full compliance with the clause entitled "INSPECTION OF SERVICES-FIXED PRICE" (FAR 52.2464). For purposes of acceptance, the Contractor's QC program will be considered as work or service and shall be subject to acceptance throughout the term of the contract, to include any extensions of contract term. The Contractor shall notify the Contracting Officer in writing of any proposed change to the QC program. No change shall be implemented prior to review and acceptance by the Contracting Officer.

C.\_ Performance\_Evaluation\_Meetings: The Contractor shall meet with the Contracting Officer (insert weekly, monthly, etc.) during the first (specify) days. Meetings shall be held thereafter as determined necessary by the Contracting Officer. However, a meeting shall be held within (specify) hours when a Contractor's Deficiency Report (CDR) is issued. Mutual effort

will be made to resolve any and all problems identified.

Written minutes of these meeting shall be prepared by the (Government) (Contractor) and shall be signed by the Contracting Officer, the Contractor, or their designated representatives, as appropriate to the occasion. Should the Contractor not concur with any minutes, he shall so state, in writing.

C.\_ Installation\_Closures: When an unforeseen installation closure occurs on a regularly scheduled workday, the Contracting Officer shall have the following options:

C.\_.\_ Reschedule the work to be performed the following day unless the following day is a weekend day and routine work is not scheduled on Saturday or Sunday.

C.\_.\_ Reschedule the work on any day mutually satisfactory.

C.\_.\_ When mutually agreed, to forego the work and reduce payment due the Contractor accordingly for work not performed.

(Insert applicable installation procedures. the Contractor may be required to pay Contractor personnel under such circumstances. Care must be taken to ensure that the Contractor will not incur a loss in such event.)

C.\_ Hours\_of\_Operation: Routine inspection, maintenance, and repair work shall be accomplished during normal duty hours from (specify) to (specify) hours, Monday through (specify) excluding legal public holidays. Operation of plants or systems shall be accomplished as specified in each functional area. Where

operators of Government facilities or equipment are required at other than the above normal duty hours, the Contractor shall comply with the specific operational requirement (reference specific paragraphs).

C.\_ Response: Emergency repair or maintenance work shall be accomplished whenever required, and shall be carried to removal of the emergency situation without interruption, notwithstanding normally scheduled working hours, weekends, or holidays.

Response to emergency service calls during off-duty hours shall not exceed (specify) hour(s), regardless of the time during the day or night, weekends or holidays. Emergency service call response time, except fire prevention services, during normal duty hours shall not exceed (specify) (minutes) (hours).

Response to urgent calls shall not exceed (specify) (hours) (days) and response to routine calls shall not exceed (specify) days. Response, as used in relation to service calls, means the Contractor's work force is at the work site ready to commence required work. The Contractor shall comply with all Government established priorities.

C.\_ Legal\_Public\_Holidays: Except as otherwise specified, routine work shall not be scheduled on holidays or days observed in lieu thereof. When a service is required less than three (3) times per week and the schedule for that work falls on a holiday, the work shall be accomplished on the day following or

preceding the holiday. (Ref. 5 USC 6103(a))

C.\_ Key\_Control: The Contractor shall establish a control system to ensure that no keys issued to the Contractor by the Government are lost, misplaced or used by unauthorized persons. Government keys shall not be duplicated by the Contractor without Contracting Officer approval in advance. Procedures developed to control Government keys shall be included in the Contractor's QC plan. The Contractor shall:

C.\_.\_ Reimburse the Government for replacement of locks or rekeying required as a result of the Contractor losing any key. In the event a master key is lost or found to have been duplicated, all locks and keys for that system shall be replaced by the Government and the total cost charged against the Contractor.

C.\_.\_ Report any occurrence of lost key(s), as expeditiously as possible to the Contracting Officer. In no event shall the report be later than the beginning of the next workday.

C.\_.\_ Prohibit the use of keys issued by the Government by any person other than authorized Contractor employees. The Contractor shall not permit entrance to locked areas to any person other than Contractor personnel engaged in the performance of work in those areas without written authorization by the Contracting Officer.

C.\_ Handling\_Hazardous\_Material:

NOTE\_TO\_WRITER: The Government should have a developed plan if applicable. The requirement for this plan depends on the presence of equipment at the installation that uses insulating liquids or other toxic materials. A plan is not required if such equipment and liquids are not used. Environmental Protection Agency (EPA) regulations cover toxic materials. Specify all Contractor requirements. Include all toxic materials. (Hazardous material is defined in Federal Standard No. 313A. A separate guide was developed for TRADOC covering asbestos containment or removal. If needed, copies should be requested from the TRADOC Engineer). See AR 420-27 to develop waste management requirements. (Ref. FAR 52.223-3)

C.\_ Energy\_and\_Uilities\_Conservation\_Programs: The Contractor shall comply with the installation energy conservation plans and AR 11-27, participate in energy conservation activities, and make suggestions to the Contracting Officer on activities and improvements to promote efficient use of all energy. The Contractor should evaluate and recommend measures that can be taken to:

NOTE\_TO\_WRITER: The installation must establish a specific goal for energy conservation based upon installation requirements.

Use and need for plans or programs will depend on extent of

similar past work, anticipated value of expected results, type of contract, specific vendors expected to make an offer, and practicality. Require the Contractor to designate an individual responsible for energy conservation matters. This is an in-house responsibility; consider and use the following as appropriate to specify any Contractor responsibility.

C.\_.\_.\_ Reduce general operating costs.

C.\_.\_.\_ Minimize energy losses.

C.\_.\_.\_ Add insulation or make other changes for savings.

C.\_.\_.\_ Use timing or cycle control devices to promote energy savings.

C.\_.\_ (If an energy plan is available, it should be referenced in the PWS. If a plan is not available, list the key requirements.) The Contractor shall:

C.\_.\_.\_ Train Contractor personnel to conserve energy by turning off unneeded equipment. Controls for heating, ventilation, and air-conditioning systems shall not be adjusted by unauthorized workers.

C.\_.\_.\_ During the summer season, the controls shall be set to hold dry bulb temperatures not lower than 78°F during working hours except in critical facilities.

C.\_.\_.\_ During the winter season, the controls shall be set to maintain dry bulb temperature not higher than 65°F during working hours and shall be set to maintain dry bulb temperature of not more than 55°F during nonworking hours except in critical facilities.

C.\_.\_ The Contractor shall instruct Contractor's personnel in utilities conservation practices, and shall require them to operate under conditions which preclude waste of utilities. The Contractor's instructions and programs shall include the following:

C.\_.\_.\_ Use of lights only in areas where work is actually being performed.

C.\_.\_.\_ Water faucets, valves, and equipment shall be turned off after required usage has been accomplished.

C.\_.\_.\_ Government telephones shall not be used for personal reasons nor any toll or long-distance calls.

C.\_.\_ Consider the following when developing requirements:

C.\_.\_.\_ Preparation of annual updates to the Installation Energy Plan.

C.\_.\_.\_ Recommendations for energy conservation measures.

C.\_.\_.\_ Preparation and input of energy consumption and energy related data into the Defense Energy Information System (DEIS). This must be done twice each month.



C.\_.\_.\_ Analysis of energy consumption and energy related data each month and discussion at energy council meeting. A quality analysis must be presented to the commander.

C.\_.\_.\_ Conduction of Energy Awareness Week the last full week of each October.

C.\_.\_.\_ Prioritizing work orders that will result in energy or cost savings.

C.\_.\_.\_ Consideration of energy consumption and cost when purchasing equipment.

C.\_.\_.\_ Performance of all duties as prescribed in para. 1-51 AR 11-27 and performance of energy conservation IAW para. 1-6 and 1-7 of AR 11-27

C.\_.\_.\_ Performance of program requirements described in AR 11-27 except Energy Research and Development.

C.\_.\_.\_ Operation of EMCS and in times of peak load, cycle, or de-energize enough energy consuming equipment to attempt to prevent a new high peak demand.

C.\_.\_.\_ Monitor and maintain the installation power factor at approximately 0.90 to 1.00 or at the level which does not result in a penalty from the public utility.

C.\_ Interfaces:

C.\_.\_ The Contractor shall comply with all restricted areas' procedures and instructions. Contractor personnel working in restricted areas such as computer rooms, command communication

center, etc., may be required to sign in and out and state the nature of business at the entrance desk. Work in restricted areas after normal duty hours shall be coordinated with the respective restricted area Security Officer through the Contracting Officer.

C.\_.\_ Government personnel will be working in office areas during working hours. Contractor operations shall not unduly interfere with Government work in the area where any service or maintenance work is being performed. In event Government office managers so request, the Contractor shall temporarily cease work in these areas and report the instructions to include names and telephone numbers of the Government personnel involved to the Contracting Officer by the most expedient means. The Contracting Officer will then direct the Contractor as to how to proceed with contract operations. Only the Contracting Officer can authorize a work stoppage. Failure by the Contractor to notify the Contracting Officer and receive necessary instructions could result in an unauthorized work stoppage.

C.\_ Warranties:

C.\_.\_ The Contractor shall exercise all existing manufacturers' commercial warranties on Government equipment on the Government's behalf. The Contractor shall report any difficulty in exercising manufacturers' warranties to the Contracting Officer and request assistance as necessary.

Current existing warranties are listed in attachment (specify).

C.\_.\_ Equipment installed by the Contractor that fails within a warranty period due to poor workmanship or by not following manufacturers' installation or operating instructions shall be replaced or repaired at the Contractor's expense. This determination will be made by the Contracting Officer.

C.\_ Environmental\_Program:

C.\_.\_ The Contractor shall comply with all applicable Federal, 144 State, and local laws, regulations, and standards (specify where found) regarding environmental pollution. All environmental protection matters shall be coordinated through the Contracting Officer with the Post Environmental Protection Coordinator. The Post Environmental Protection Coordinator is located at (specify), telephone (specify) (etc.).

C.\_.\_ Any of the Government facilities operated by the Contractor may be inspected by the Post Environmental Protection Coordinator, or other Federal, State, or local officials on a short-notice basis. Access for inspection shall be granted upon notice from the Contracting Officer. The Contractor will be provided (specify) hours advance notice of such visits by the Contracting Officer. (All official visitors must be controlled through the Contracting Officer in order to preclude, or prevent, undue interruption of a Contractor's operations.)

C.\_.\_ Citations against Government facilities operated by the Contractor for noncompliance with environmental standards are a matter for resolution between the installation representatives and the issuing office of EPA or State of (insert) Regulatory Authorities. Payment of fines or penalty charges associated with citations issued by Federal, State, or local officials shall be paid by the Government. If the citations are issued due to faulty operation or maintenance practices by the Contractor, the Contracting Officer shall deduct the fine from any moneys due the Contractor.

NOTE\_TO\_WRITER: The installation must develop and maintain spill contingency plans and provide equipment/material to meet EPA response requirements. If local plans are available, these may be referenced. Indicate any responsibility the Contractor will have concerning spills. (Do not attach bulky plans or SOPs; reference and provide a central location for potential Contractor's review purposes.)

C.\_ Environmental\_and\_Occupational\_Safety\_and\_Health: The Contractor shall be fully responsible for compliance with all local, State, and Federal environmental/occupational safety laws, rules and regulations. This responsibility includes being financially responsible for any fines, citations, litigation and/or long-term corrections which result from the performance

of work required in the contract. Any apparent conflict between compliance with the above information and satisfying the requirements of the contract shall be immediately brought to the attention of the Contracting Officer for resolution, prior to the performance of the work in question.

C.\_ General\_Tasks: The Contractor shall plan, program, coordinate, estimate, respond to the Government schedule, and evaluate resources for work requests approved by the Contracting Officer for performance by the Contractor. Work management shall include maintaining a suspense system with appropriate registers and files, and routing and distributing reports.

C.\_ Levels\_of\_Work: The Contractor shall perform all work required by the contract within the following three (3) work categories:

C.\_.\_ Work\_Level\_I: Work Level I includes scheduled and unscheduled work and services. Scheduled service includes operating utility plants, performing recurring preventive maintenance, and performing start-up/shut-down maintenance on equipment and facilities. Unscheduled Level I work includes service orders for minor construction or alteration, and unscheduled maintenance/repair and service work which does not exceed 24 man-hours of labor and/or (specify dollar amount) for materials per service order. Equipment rental for all Level I work is the Contractor's responsibility. Workload data for

unscheduled Level I (service orders) is shown in Technical Exhibit (specify). Any work which is determined to exceed 24 hours labor and/or (specify dollar amount) will be handled as Level II or III work.

C.\_.\_ Work\_Level\_II: This level of work is established for maintenance and all other service work which exceeds Level I, but is less than (specify dollar amount) (labor, equipment and materials). Level II work includes construction, alteration, repair and new work under (specify dollar amount). Material and equipment rental costs are reimbursable. This work shall be accomplished by the Contractor only when ordered by the Contracting Officer, except as specified for emergency work. Level II workload data is shown in Technical Exhibit (specify).

C.\_.\_ Work\_Level\_III: This level of work is established for construction, alteration and repair of facilities which exceed Level I, but is less than (specify dollar amount) (labor, equipment and materials). All Level III work is subject to the provisions of the Davis-Bacon Act and shall be accomplished by the Contractor only when ordered by the Contracting Officer.

C.\_ Service\_Order\_Priorities: The Contractor shall maintain a point of contact (POC) and telephone number on-post to receive emergency, urgent and routine work requests during normal work hours (specify). The Contractor shall maintain a POC and telephone number on-post to receive all emergency work requests

24 hours a day, seven (7) days a week, including holidays.

C.\_.\_ Emergency (Priority 1): Work which takes priority over all other work orders and requires immediate action, including diverting workers from other jobs, if necessary, to cover the emergency. Usually, the work is necessary for protection of health, for safety, or security of sensitive Government property, or to prevent damage to property.

C.\_.\_ Urgent (Priority 2): Work to be accomplished by the first available worker. Workers should not be diverted from scheduled jobs for this work. Includes work required to correct a condition which could become an emergency, work that could seriously affect morale, work that has command emphasis, or work required by an activity to accomplish its mission.

C.\_.\_ Routine (Priority 3): Work which does not meet the criteria for Priority 1 or 2. Work in this category generally shall be done in the most economical manner. These jobs cover required work which, if not accomplished, would extend an inconvenience or an unsightly condition.

C.\_.\_ Other (Priority 4): Work in this category is generally considered non-customer time sensitive. For example, off-season utility repair.

C.\_ Emergency\_Work: In case of emergency work requirement, the Contracting Officer may verbally authorize or direct the Contractor to proceed. Written confirmation will follow at the

earliest possible date. Verbal authorization shall be documented by the Contractor to include time, date, who, what, where, etc., and shall be retained in the files. The Contracting Officer will establish any limitation (not to exceed, etc.) necessary at time of call.

C.\_ Work\_Control: The Contractor shall schedule, control, and perform all work described herein IAW all terms and conditions contained in the contract. The Contractor shall develop and provide written plans and schedules to the Contracting Officer for approval. The schedules shall be kept current and submitted for Contracting Officer review by the 21st day of the month.

C.\_ Work\_Clearance: For scheduled work involving disruption of post utility service, protection provided by fire and intrusion alarm systems or work involving digging operations the Contractor shall obtain a Work Clearance Request from the DPW (specify) days prior to work commencement.

C.\_ Utility\_Location: The Contractor shall locate and stake out underground utility pipes/cables prior to digging operations. This requirement occurs approximately (specify) times annually and takes approximately (specify) hours to accomplish.

C.\_ Manufacturer's\_Manuals: The Contractor shall obtain two (2) copies of the manufacturer's manuals on all new equipment installed by the Contractor. One (1) copy will be provided to



the Government and the other retained by the Contractor. These manuals and operating instructions shall become the property of the Government at the expiration or termination of the contract.

C.\_ Special\_Provisions: The Contracting Officer reserves the right to add, change, or delete areas or buildings from the contract by modification, and the total contract price will be adjusted accordingly based on the contract unit prices.

#### SECTION D

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#### PACKAGING AND MARKING

NOTE\_TO\_WRITER: The writer should include any packaging, packing, preservation and marking requirements in this section. If there are none, then omit. These requirements are applicable only if the contract requires the Contractor to deliver supplies to the Government. This section would apply if the Contractor provides an operation of self help and troop support supply functions. (Ref: FAR Subpart 10.004 (e)).

## SECTION E

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### INSPECTION AND ACCEPTANCE

1. General Information: This section is prepared by the PWS writer and the Contracting Officer. The section contains a description of how the Government will monitor the Contractor's performance and the general acceptance standards expected from the Contractor. The actual inspection procedures developed are subject to unilateral revision by the Government at any time and are not a part of the contract.

NOTE\_TO\_WRITER: FAR Part 46 prescribes policies and procedures to assure that supplies and services procured by the Government conform to the quality and quantity set forth in the contract. The Government determines the type and extent of Government quality assurance based upon the particular acquisition. Contractors are responsible for carrying out their obligations as set forth in the contract terms and conditions, for controlling product quality, and for offering to the Government only those supplies and services conforming to contract requirements. A surveillance plan must be provided to potential Contractors as information only, and not as part of the contract.

The key to assuring quality with minimal Government inspections

is to ensure that a Contractor provides good manageable quality control plan or program. Comparing results of random sampling of specified services against Contractor's quality control checklists will identify areas where a Contractor's quality control plan or program may need improvement.

2. Instructions:

- a. Inspection\_of\_Services\_-\_Fixed\_Price: The Contracting Officer should insert FAR Subpart clause 52.246-4, Inspection of Services - Fixed-price, for all solicitations when a fixed price contract is contemplated. (Ref. FAR Subpart 46.304).

- b. Quality\_Assurance\_(QA)\_and\_Surveillance\_Plans:

- (1) When the Government purchases services, there must be some means provided to attest to the value received for moneys spent. To do this, the Government must be able to conform to contract requirements. The recipient of the contracted services is responsible for developing and implementing procedures that assure that the Government is getting the services that were contracted. These procedures are called quality assurance (QA). Contractors, on the other hand, are responsible for providing quality control (QC). QC controls the service-producing processes and ensures that the desired level of output quality is maintained. The PWS writer and Contracting Officer must ensure no contract

limits the Government's right to inspect.

(2) Quality assurance surveillance enables the Government to draw conclusions about a Contractor's performance and to document those conclusions about a Contractor's performance and to document those conclusions. The type of conclusions that can be drawn from surveillance depends on the evaluation method used. Conclusions can range from cursory to exact. The closer to exact the conclusions, the easier it is to convert them into corrective actions.

(3) The Government should monitor a Contractor's performance using QA procedures established for the contract. However, the Government may reserve the right to utilize other methods as necessary to assure Contractor compliance with all terms and conditions of the contract. The Contractor should be cautioned that additional costs to the Government to reinspect work caused by unsatisfactory work or nonperformance by the Contractor may be charged to the Contractor. (Ref. FAR Subpart 52.246-4). The Performance Requirements Summary (PRS), DA FORM 5473-F, is an important part of quality assurance and should be identified in SECTION E of the solicitation and listed in SECTION J as technical exhibit. (See para. 3 below). The PRS table is also included as part of the QA Surveillance Plan.

NOTE\_TO\_WRITER\_: A Quality Assurance Surveillance Plan must not be incorporated as part of a contract. Accordingly, it is

identified in SECTION J and attached as information only with the solicitation, and a statement along the following lines must be inserted on the front cover: "This plan is provided for information purposes only. This Quality Assurance Surveillance Plan is not part of the Request for Proposal (or Invitation for Bids) nor will it be made part of any resulting contract. The Government has the right to change or modify inspection methods at its discretion."

The release of surveillance methods to potential Contractors depends upon the functions being monitored and the installation personnel and practices. The issue should be resolved by functional and contracting people, preferably at the local level. The advantage of identifying the type of surveillance methods tends to promote good Government-Contractor relations, forces the Government to determine how the contract will be monitored, and gives the Contractor a better understanding of the performance expected of him. Moreover, the surveillance methods are not binding on the Government.

c. General\_Acceptance\_Standards: All Government facilities, to include all Government property assigned to or maintained by the Contractor should be clean, secure, and safe to operate. All Government equipment must be maintained to ensure that it operates according to manufacturer's instructions. Equipment shall not be operated without

protective shields or devices in place. All replacement items meet applicable federal, state, and local codes or regulations. Equipment should be operated in the most effective, efficient, and economical manner possible.

d. Inspection/Work\_Verification: All work should be inspected by the Contracting Officer to ensure that the work is being accomplished according to the contract.

e. Reductions\_for\_Unsatisfactory\_or\_Nonperformance\_Work: An amount equal to the value of the unsatisfactory or nonperformed work, as determined by the Contracting Officer should be deducted from any payment to the Contractor. (Ref. para 4-4, DA Pam 715-15). If the Contractor disagrees with the Contracting Officer's reduction, then the disagreement shall be subject to FAR Subpart 33.2, Disputes and Appeals.

NOTE\_TO\_WRITER: The following clauses are the Contracting Officer's responsibility. Recommend if desired. See FAR, DFARS, AFARS 52.246-1 through end to develop any recommended supplements to inspection clauses.

3. Inspection: All work will be inspected by the Contracting Officer as specified herein to insure that work is accomplished as approved by the Contracting Officer.

4. Reductions\_for\_Unsatisfactory\_or\_Nonperformed\_Work: An amount equal to the value of the unsatisfactory or nonperformed work, as determined by the Contracting Officer IAW para. 5.

below, will be deducted from any payment due the Contractor. In the event the Contractor disagrees with the Contracting Officer as to any reduction, such disagreement shall be subject to the Contract clause entitled "Disputes" (section I). In general, deductions for items or services inspected using random sampling will be determined IAW the procedures outlined in this Section E. (See para. 7. and examples). Deductions for items or services inspected by other methods will be determined IAW the "Inspection of Services Fixed-Price" clause (section I). (See para. 6. and examples)

5. Payment\_Analysis: Payment analysis is used to determine deductions or reductions of the Bid Schedule Item which corresponds to services found unsatisfactory regardless of whether the Government allows the service to be reperformed. Payment analysis is broken down into two separate categories: Deduction for Documented Defects and Deduction Projection.

6. Deduction\_for\_Documented\_Defects: Each documented defect represents a loss in value to the Government and increases the administrative burden. The administrative burden may include: reinspection time, vehicle time, functional personnel (DPW, Budget, Procurement), performing additional records and reports. DOD's historical records have indicated that 8% to 10% of the contract dollar is used for contract administration. The cost of reduced value can be calculated as a percentage or a true

dollar amount. The percentages used for determining administration cost in the four concepts listed below are for illustration purposes only, (percentages may actually be higher or lower depending on the installation's geographical layout or the contract requirements).

(1) Work found unsatisfactory and reperformed by the Contractor:

10% of service value for administrative costs (See example 6.(1))

(2) Work found unsatisfactory and reperformed by the Government:

20% of service value for administrative costs plus cost of service (Government Cost to Reperform) (See example 6.(2))

(3) Work found unsatisfactory and reperformed by another Contractor:

20% of service value for administrative costs plus the contract price for the additional Contractor (See example 6.(3))

(4) Work found unsatisfactory and not reperformed by anyone, or work not performed at all:

10% of service value for administrative costs plus cost of service (from Bid Schedule) (See example 6.(4))

NOTE\_TO\_WRITER: The following examples (6. (1) thru 6. (4)) have been developed based on para. 6. using the percentages for administrative cost to determine deductions from Lump Sum Bid



Schedules and Line Item Bid Schedules.

IT\_IS\_VERY\_IMPORTANT\_THAT\_DEDUCTION\_METHODS\_ARE\_ILLUSTRATED\_IN  
SECTION\_E\_SO\_THEY\_WILL\_BECOME\_PART\_OF\_THE\_CONTRACT\_ONCE\_THE  
CONTRACT\_HAS\_BEEN\_AWARDED.

**EXAMPLE 6. (1)**

(1) Work found unsatisfactory and reperformed by the  
contractor:

10% of service value for administrative costs

Analysis for Lump Sum

Requirement = Vacant Quarters Maintenance (VQM) Surveillance =  
100% Inspection

Bid Cost = \$10,000.00 / Month (Lump Sum)

Population = 50 Quarters (Units)

Defects = 10 Quarters (Units)

1. Cost of Service = \$10,00.00 / 50 Units = \$200.00 Per Average  
Unit

2. Service Value = Number of Defects X Cost of Service

= 10 X \$200.00 = \$2,000.00

3. Deduction = Administrative Deduction % X Service Value

= 10% X \$2,000.00

= \$200.00

Analysis for Line Item Cost

Requirement = (VQM)

Surveillance = 100% Inspection

Line Item Cost = \$200.00 / Unit Population = 50 Quarters

(Units) Defects = 10 Quarters (Units)

1. Cost of Service = \$200.00 per Unit

2. Service Value = Number of Defects X Cost of Service

= 10 X \$200.00 = \$2,000.00

3. Deduction = Administrative Deduction % X Service Value

= 10% X \$2,000.00

= \$200.00

or

1 Step Analysis for Line Item Cost

Administrative Deduction % X Defects X Cost of Service

= 10% (10 X \$200.00)

= 10% X \$2,000.00

Deduction = \$200.00

### **EXAMPLE 6. (2)**

(2) Work found unsatisfactory and reperformed by the government:

20% of service value for administrative costs plus cost of service (Government Cost to Reperform)

Analysis for Lump Sum

Requirement = Vacant Quarters Maintenance (VQM)

Surveillance = 100% Inspection

Bid Cost = \$10,000.00 / Month (Lump Sum)

Population = 50 Quarters (Units)

Defects = 10 Quarters (Units)

1. Cost of Service = \$10,000.00 / 50 Units = \$200.00 Per Average Unit

2. Service Value = Number of Defects X Cost of Service  
= 10 X \$200.00 = \$2,000.00

3. Admin Cost = Administrative Deduction % X Service Value  
= 20% X \$2,000.00 = \$400.00

4. Deduction = Administrative Cost + Govt. Cost to Reperform  
= \$400.00 + \$3,500.00  
= \$3,900.00

#### Analysis for Line Item Cost

Requirement = (VQM)

Surveillance = 100% Inspection

Line Item Cost = \$200.00 / Unit Population = 50 Quarters

(Units) Defects = 10 Quarters (Units)

1. Cost of Service = \$200.00 per Unit

2. Service Value = Number of Defects X Cost of Service  
= 10 X \$200.00 = \$2,000.00

3. Admin Cost = Administrative Deduction % X Service Value  
= 20% X \$2,000.00 = \$400.00

4. Deduction = Administrative Cost + Govt. Cost to Reperform  
= \$400.00 + \$3,500.00  
= \$3,900.00

or

## 1 Step Analysis for Line Item Cost

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Administration Deduction % X Service Value + Govt. Cost to  
Reperform

$$= (20\% \times \$2,000.00) + \$3,500.00$$

$$= \$400.00 + \$3,500.00$$

Deduct = \$3,900.00

### **EXAMPLE 6. (3)**

(3) Work found unsatisfactory and reperformed by another  
contractor:

20% of service value for administrative costs plus the  
contract price for the additional contractor

#### Analysis for Lump Sum

Requirement = Vacant Quarters Maintenance (VQM)

Surveillance = 100% Inspection

Bid Cost = \$10,000.00 / Month (Lump Sum)

Population = 50 Quarters (Units)

Defects = 10 Quarters (Units)

1. Cost of Service = \$10,000.00 / 50 Units = \$200.00 Average  
Unit

2. Service Value = Number of Defects X Cost of Service  
= 10 X \$200.00 = \$2,000.00

3. Admin Cost = Administrative Deduction % + Additional  
Contractor

$$= 20\% \times \$2,000.00 = \$400.00$$

4. Deduction = Administrative Cost + Additional Contractor  
Contract Price

$$= \$400.00 + 3,000.00$$

$$= \$3,400.00$$

#### Analysis for Line Item Cost

Requirement = (VQM)

Surveillance = 100% Inspection

Line Item Cost = \$200.00 / Unit Population = 50 Quarters

(Units) Defects = 10 Quarters (Units)

1. Cost of Service = \$200.00 per Unit

2. Service Value = Number of Defects X Cost of Service

$$= 10 \times \$200.00 = \$2,000.00$$

3. Admin Cost = Administrative Deduction % X Services Value

$$= 20\% \times \$2,000.00 = \$400.00$$

4. Deduction = Administrative Cost + Additional Contractor  
Contract Price

$$= \$400.00 + \$3,000.00$$

$$= \$3,400.00$$

or

#### 1 Step Analysis for Line Item Cost

Administrative Deduction % X Defects X Cost of Service +

Additional Contractor Contract Price

$$= 20\% \times 10 \times \$200.00 + \$3,000.00$$

$$= \$400.00 + \$3,000.00$$

$$\text{Deduct} = \$3,400.00$$

#### **EXAMPLE 6. (4)**

(4) Work found unsatisfactory and not reperformed by anyone, or work not performed at all:

10% of service value for administrative costs plus cost of service (from Bid Schedule)

#### Analysis for Lump Sum

Requirement = Vacant Quarters Maintenance (VQM)

Surveillance = 100% Inspection

Bid Cost = \$10,000.00 / Month (Lump Sum)

Population = 50 Quarters (Units)

Defects = 10 Quarters (Units)

1. Cost of Service = \$10,000.00 / 50 Units = \$200.00 Average Unit

2. Service Value = Number of Defects X Cost of Service  

$$= 10 \times \$200.00 = \$2,000.00$$

3. Admin Cost = Administrative Deduction % X Service Value  

$$= 10\% \times \$2,000.00 = \$200.00$$

4. Deduction = Administrative Cost + Service Value  

$$= \$200.00 + \$2,000.00$$
  

$$= \$2,200.00$$

#### Analysis for Line Item Cost

Requirement = (VQM)

Surveillance = 100% Inspection Line Item Cost = \$200.00 / Unit

Population = 50 Quarters (Units)

Defects = 10 Quarters (Units)

1. Cost of Service = \$200.00 per Unit

2. Service Value = Number of Defects X Cost of Service

$$= 10 \times \$200.00 = \$2,000.00$$

3. Admin Cost = Administrative Deduction % X Service Value

$$= 10\% \times \$2,000.00 = \$200.00$$

4. Deduction = Administrative Cost + Service Value

$$= \$200.00 + \$2,000.00$$

$$= \$2,200.00$$

or

1 Step Analysis for Line Item Cost

Administrative Deduction % X Service Value + Defects X Cost of

$$\text{Service} = (10\% \times \$2,000.00) + (10 \times \$200.00)$$

$$= \$200.00 + \$2,000.00$$

Deduct = \$2,200.00

7. Deduction\_Projection: Deduction projection may be used only with the random sample surveillance method and only within the parameters specified herein. In deducting for fixed-price contracts by projection using random sampling, the statistical validity of the projection must be such that it does not place an unfair burden on the Contractor. The number of samples taken within any given population determines the validity of the

projection when used to predict the actual number of defects which would be found if each and every work unit had been inspected. To ensure valid projections, the number of observations for each population size must be sufficient. The required number of observations for each population size has been calculated and included as Tables 1-A, 1-B, and 1-C. The following guidelines should be followed:

(1) Deduction projection should be used only if Contractor's performance is less than satisfactory. If overall performance is satisfactory, deduct for observed defects only as described in para. 6.

(2) Deduction projection may be used only on that portion of the population that has not been sampled. Those defects observed in the random sample must be treated as per paragraph E.3.4. Deduction projection is used as follows:

(a) Determine the percentage of the population that has been randomly sampled.

(b) Determine the deduction by multiplying the unsampled percentage by the total cost of the services, and then multiply this product by the Observed Defect Rate (ODR).

NOTE\_TO\_WRITER: The following examples have been developed based on paragraph 6. (Deduction for Documented Defects) and the parameters (principals) of random sampling, and using the predetermined percentages as in paragraph 6.(1 thru 4)



for Lump Sum Bid Schedules and Line Item Bid Schedules.

**EXAMPLE 7.(1)**

(1) Work found unsatisfactory and reperformed by the contractor:

10% of service value for administrative costs

Analysis for Lump Sum

Requirement = Family Housing Preventive Maintenance (PM)

15

Surveillance = Random Sampling

Bid Cost = \$4,000.00 AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (reject level 2) (Unsatisfactory Performance)

1. Percentage Defective = Defects / Sample Size =  $3 / 8 = 38\%$

2. Unsampled Population = Population - Sample Size  
=  $50 - 8$   
= 42

3. Percentage Unsampled = Unsampled Population / Population  
=  $42 / 50$   
= 84%

4. Deduction (Unsampled) = % Unsampled X % Defective X Service  
Value =  $84\% \times 38\% \times$

\$4,000.00

= \$1,276.80

5. Administration Cost = 10% X Service Value / Population X  
Defects

= 10% (\$4,000.00 / 50) 3

= 10% X \$80.00 X 3

= \$24.00

6. Total Deduction = Deduction Unsampled + Administration  
Cost

= \$1,276.80 + \$24.00

= \$1,300.80

**EXAMPLE 7. (1) a**

Analysis for Line Item Cost

Requirement = Family Housing (PM)

Surveillance = Random Sampling

Line Item Cost = \$80.00

AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (rejects level 2) (Unsatisfactory  
Performance)

1. Percentage Defective = Defects / Sample Size

= 3 / 8

= 38%

2. Unsampled Population = Population - Sample Size  
= 50 - 8  
= 42

3. Service Value = Line Item Cost  
= \$80.00

4. Deduction Unsampled = Unsampled Pop. X % Defective X  
Service Value  
= 42 X 38% X \$80.00  
= \$1,276.80

5. Administration Cost = 10% X Service Value X Defects  
= 10% X \$80.00 X 3  
= \$24.00

6. Total Deduction = Deduction Unsampled + Administration  
Cost  
= \$1,276.80 + \$24.00  
= \$1,300.80

**EXAMPLE 7. (2)**

(2) Work found unsatisfactory and reperformed by the government:

20% of service value for administrative costs plus cost of service (Government Cost to Reperform)

Analysis for Lump Sum

Requirement = Family Housing Preventive Maintenance (PM)

Surveillance = Random Sampling

Bid Cost = \$4,000.00

AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (reject Level 2) (Unsatisfactory Performance)

1. Percentage Defective = Defects / Sample Size

= 3 / 8

= 38%

2. Unsampled Population = Population - Sample Size

= 50 - 8

= 42

3. Percentage Unsampled = Unsampled Population / Population

= 42 / 50

= 84%

4. Deduction (Unsampled) = % Unsampled X % Defective X Service

Value = 84% X 38% X

\$4,000.00

= \$1,276.80

5. Administration Cost = 20% X Service Value / Population X

Defects

= 20% (\$4,000.00 / 50) 3

= 20% X \$80.00 X 3

= \$48.00

$$\begin{aligned}
 6. \text{ Govt. Reperforms} &= \text{Service Value} / \text{Population} \times \text{Defects} \\
 &= (\$4,00.00 / 50) \quad \times \quad 3 \\
 &= \$80.00 \times 3 \\
 &= \$240.00
 \end{aligned}$$

$$\begin{aligned}
 7. \text{ Total Deduction} &= \text{Deduct Unsampled} + \text{Admin Cost} + \text{Govt.} \\
 \text{Reperforms} & \\
 &= \$1,276.80 + \$48.00 + \$240.00 \\
 &= \$1,564.80
 \end{aligned}$$

**EXAMPLE 7.(2)a Analysis for Line Item Cost**

Requirement = Family Housing (PM)

Surveillance = Random Sampling

Line Item Cost = \$80.00

AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units

Defects = 3 (reject level 2) (Unsatisfactory Performance)

$$\begin{aligned}
 1. \text{ Percentage Defective} &= \text{Defects} / \text{Sample Size} \\
 &= 3 / 8 \\
 &= 38\%
 \end{aligned}$$

$$\begin{aligned}
 2. \text{ Unsampled Population} &= \text{Population} - \text{Sample Size} \\
 &= 50 - 8 \\
 &= 42
 \end{aligned}$$

$$3. \text{ Service Value} = \text{Line Item Cost}$$

$$\begin{aligned}
 &= \$80.00 \\
 4. \text{ Deduction Unsampled} &= \text{Unsampled Population} \times \% \text{ Defective} \times \\
 &\text{Service Value} \\
 &= 42 \times 38\% \times \$80.00 \\
 &= \$1,276.80 \\
 5. \text{ Administration Cost} &= 20\% \times \text{Service Value} \times \text{Defects} \\
 &= 20\% \times \$80.00 \times 3 \\
 &= \$48.00 \\
 6. \text{ Govt. Reperforms} &= \text{Service Value} \times \text{Defects} \\
 &= \$80.00 \times 3 \\
 &= \$240.00 \\
 7. \text{ Total Deductions} &= \text{Deduct Unsampled} + \text{Admin Cost} + \text{Govt.} \\
 &\text{Reperforms} \\
 &= \$1,276.80 + \$48.00 + \$240.00 \\
 &= \$1,564.80
 \end{aligned}$$

#### **EXAMPLE 7.(3)**

(3) Work found unsatisfactory and reperformed by another contractor:

20% of service value for administrative costs plus the contract price for the additional contractor

Analysis for Lump Sum

Requirement = Family Housing Preventive Maintenance (PM)

Surveillance = Random Sampling

Bid Cost = \$4,000.00

$$\text{AQL} = 6.5\%$$

$$\text{Population} = 50 \text{ Units}$$

$$\text{Sample Size} = 8 \text{ Units (Table 1-A)}$$

$$\text{Defects} = 3 \quad (\text{reject level 2}) \quad (\text{Unsatisfactory Performance})$$

$$1. \text{ Percentage Defective} = \text{Defects} / \text{Sample Size}$$

$$= 3 / 8$$

$$= 38\%$$

$$2. \text{ Unsampled Population} = \text{Population} - \text{Sample Size}$$

$$= 50 - 8$$

$$= 42$$

$$3. \text{ Percentage Unsampled} = \text{Unsampled Population} / \text{Population}$$

$$= 42 / 50$$

$$= 84\%$$

$$4. \text{ Deduction (Unsampled)} = \% \text{ Unsampled} \times \% \text{ Defective} \times \text{Service Value}$$

$$\text{Value} = 84\% \quad \times \quad 38\% \quad \times \quad \$4,000.00$$

$$= \$1,276.80$$

$$5. \text{ Administration Cost} = 20\% \times \text{Service Value} / \text{Population} \times$$

$$\text{Defects} = 20\% \quad (\$4,000.00 / 50) \times 3$$

$$20$$

$$= 20\% \quad \times \quad \$80.00 \quad \times \quad 3$$

$$= \$48.00$$

$$6. \text{ Another Contractor} = \text{New Contract Price} / \text{Population} \times$$

$$\text{Defects}$$

$$\begin{aligned}
 \text{Reperforms} &= (\$4,500.00 / 50) && \times && 3 \\
 &= \$90.00 \times 3 \\
 &= \$270.00
 \end{aligned}$$

$$\begin{aligned}
 7. \text{ Total Deductions} &= \text{Deduct Unsampled} + \text{Admin Cost} + \text{New Contractor} \\
 &= \$1,276.8 + 48.00 + \$270.00 \\
 &= \$1,594.80
 \end{aligned}$$

### **EXAMPLE 7. (3) a**

#### Analysis for Line Item Cost

Requirement = Family Housing (PM)

Surveillance = Random Sampling

Line Item Cost = \$80.00 AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (reject level 2) (Unsatisfactory Performance)

1. Percentage Defective = Defects / Sample Size

$$= 3 / 8$$

$$= 38\%$$

2. Unsampled Population = Population - Sample Size

$$= 50 - 8$$

$$= 42$$

3. Service Value = Line Item Cost

$$= \$80.00$$



4. Deduction Unsampled = Unsampled Population X % Defective X  
Service Value

$$= 42 \times 38\% \times \$80.00$$

$$= \$1,276.80$$

5. Administrative Cost = 20% X Service Value X Defects

21

$$= 20\% \times \$80.00 \times 3$$

$$= \$48.00$$

6. Another Contractor = New Contract Price / Population X

Defects Reperforms = (\$4,500.00 / 50) X 3

$$= \$90.00 \times 3$$

$$= \$270.00$$

7. Total Deductions = Deduct Unsampled + Admin Cost + New  
Contract

$$= \$1,276.80 + \$48.00 + \$270.00$$

$$= \$1,594.80$$

#### **EXAMPLE 7. (4)**

(4) Work found unsatisfactory and not reperformed by  
anyone, or work not performed at all:

10% of service value for administrative cost plus cost of  
service (from Bid Schedule)

Analysis for Lump Sum

Requirement = Family Housing Preventive Maintenance (PM)

Surveillance = Random Sampling

Bid Cost = \$4,000.00

AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (reject level 2) (Unsatisfactory Performance)

1. Percentage Defective = Defects / Sample Size

$$= 3 / 8$$

$$22$$

$$= 38\%$$

2. Unsampled Population = Population - Sample Size

$$= 50 - 8$$

$$= 42$$

3. Percentage Unsampled = Unsampled Population / Population

$$= 42 / 50$$

$$= 84\%$$

4. Deduction (Unsampled) = % Unsampled X % Defective X Service

$$\text{Value} = 84\% \quad \times \quad 38\% \quad \times \quad \$4,000.00$$

$$= \$1,276.80$$

5. Administration Cost = 10% X Service Value / Population X

Defects

$$= 10\% \quad (\$4,000.00 / 50) \quad 3$$

$$= 10\% \quad \times \quad \$80.00 \quad \times \quad 3$$

$$= \$24.00$$

6. Work not Reperformed = Service Value / Population X Defects

or not Performed = (\$4,000.00 / 50) X 3

= \$80.00 X 3

= \$240.00

7. Total Deductions = Deduct Unsampld + Admin Cost +

Unperformed work

= \$1,276.80 + \$24.00 + 240.00

= \$1,540.80

**EXAMPLE 7. (4) a**

Analysis for Line Item Cost

Requirement = Family Housing (PM)

Surveillance = Random Sampling

Line Item Cost = \$80.00

AQL = 6.5%

Population = 50 Units

Sample Size = 8 Units (Table 1-A)

Defects = 3 (reject level 2) (Unsatisfactory

Performance)

1. Percentage Defective = Defects / Sample Size

= 3 / 8

= 38%

2. Unsampld Population = Population - Sample Size

= 50 - 8

= 42

3. Service Value = Line Item Cost

= \$80.00

4. Deduction Unsampled = Unsampled Population X % Defective X  
Service Value

= 42 X 38% X \$80.00

= \$1,276.80

5. Administrative Cost = 10% X Service Value X Defects

= 10% X \$80.00 X 3

= \$24.00

6. Work not Reperformed = Service Value X Defects

= \$80.00 X 3

= \$240.00

7. Total Deductions = Deduct Unsampled + Admin Cost +  
Unperformed Work

= \$1,276.80 + \$24.00 + \$240.00

= \$1,540.00

8. Performance\_Requirements\_Summary\_Table\_Example: This paragraph describes the content of a Performance Requirements Summary Table.

This table must be identified in SECTION E of the solicitation and listed as a technical exhibit in SECTION J. It is also included as part of the Quality Assurance Surveillance Plan. A Performance Requirements Summary Table should be completed as

follows (see pages \_\_\_\_\_ through \_\_\_\_\_):

a. `Service_Requirement_(Column_1)`: This column should contain a brief summary of each service requirement either identified as line or subline cost items or other services within the line or subline cost items. All service requirements to be monitored must be included. When deciding how to express the requirements, consideration should be given to surveillance methods to be used.

b. `Contract_Paragraph_Number_(Column_2)`: This column should list the paragraph number in the PWS which specifies the service requirement.

c. `Standard_(Column_3)`: This column must describe the standard to be met. It should be written in objective, measurable terms. References to standards contained in referenced documents also may be used.

d. `Maximum-Allowable-Degree-of-Deviation-from-Requirement (AQL)_(Column_4)`: This column should show the minimum acceptable quality level (AQL). Technically, it is a modification of the standard. It should be stated as either a defect rate (percentage) or an absolute number per time period (month). If payment analysis is to be used, the size of the population service (or individual jobs) is to be performed during a specified time period (normally 1 month).

e. `Method_of_Surveillance_(Column)_5)`: This column should

show the method of surveillance anticipated for the service requirement. The following methods are available and more than one may be used for each service requirement: Random Sampling, Planned Sampling, 100-Percent Inspection, Validated Complaints, and Unscheduled Inspection. The Government is not restricted to using the methods chosen and shown in column 5.

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AA Inspect maintain and operate electrical plants and systems.	C.5.1	Meet quality standards IAW Section C.	10% Lot is number of days per month. All defects cured within _____.	Random Sampling	\$ _____
0006AB Inspect maintain and repair commercial and industrial equipment and systems.	C.5.2	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AC Inspect maintain and repair special lighting and warning system	C.5.3	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AD Trouble shoot and re-pair elevators & dumbwaiters.	C.5.4	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____

0006AE Inspect	C.5.5	Accomplish per	10% Lot is number of	Random	\$_____
maintain and		procedure IAW schedule	requests per month.	Sampling	
repair cranes/		and Section C.	All defects cured		
lifting			within _____.		
devices.					

Reference, DA Pamphlet 715-15 Form 5473-R



PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AF Inspect maintain and repair electrical motors & generators.	C.5.6	Meet quality standards IAW Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AG Inspect maintain, repair and replace lighting protection & grounding systems.	C.5.7	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AH Inspect maintain, repair and replace Energy Management Control Systems (EMCS)	C.5.8	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____
0006AI Inspect maintain, repair and replace shop	C.5.9	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____

equipment.

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0006AJ Inspect	C.5.10	Accomplish per	10% Lot is number of	Random	\$ _____
maintain, re-		procedure IAW schedule	requests per month.	Sampling	
pair and re-		and Section C.	All defects cured		
place food			within _____.		
service equip.					
_____	_____	_____	_____	_____	_____

Reference, DA Pamphlet 715-15 Form 5473-R

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AK Inspect maintain, re- pair and re- place medical, laboratory and test support equipment.	C.5.11	Meet quality standards IAW Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AL Inspect maintain, re- pair and re- place miscel- laneous equip- ment and services.	C.5.12	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AM Inspect maintain, re- pair and re- place exterior electric systems.	C.5.13	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____

[illegible]

Reference, DA Pamphlet 715-15 Form 5473-R

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AO Inspect maintain, re-pair and re-place underground electrical distribution systems.	C.5.15	Meet quality standards IAW Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AP Inspect maintain, re-pair and re-place sub-station/switching stations systems.	C.5.16	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____
0006AQ Inspect maintain, re-pair and re-place electric devices.	C.5.17	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____

0006AR Inspect	C.5.18	Accomplish per	10% Lot is number of	Random	\$ _____
maintain, re-		procedure IAW schedule	requests per month.	Sampling	
pair and re-		and Section C.	All defects cured		
place lighting			within _____.		
systems and					
equipment.					

Reference, DA Pamphlet 715-15 Form 5473-R

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AS Provide and maintain a plan for scheduled and unscheduled outages.	C.5.19	Meet quality standards IAW Section C.	10% Lot is number of outages per month. All defects cured within _____.	100% Inspection	\$ _____
0006AT Perform and provide meter readings.	C.5.20	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of meters per month. All defects cured within _____.	100% Inspection	\$ _____
0006AU Perform and provide special services.	C.5.21	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____
0006AV Inspect maintain, re- pair and re- place fire protection and fire alarm systems.	C.5.22	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	Random Sampling	\$ _____



0006AW Inspect	C.5.23	Accomplish per	10% Lot is number of	Random	\$ _____
maintain, re-		procedure IAW schedule	requests per month.	Sampling	
pair and re-		and Section C.	All defects cured		
place			within _____.		
Intrusion					
Detection					
System (IDS).					
_____	_____	_____	_____	_____	_____

Reference, DA Pamphlet 715-15 Form 5473-R

PERFORMANCE REQUIREMENTS SUMMARY					
REQUIRED SERVICE	PARAGRAPH NUMBER	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQMT. (AQL)	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL CONTRACT PRICE
0006AX Inspect maintain, re-pair and re-place refrigeration alarm systems.	C.5.24	Meet quality standards IAW Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____
0006AY Inspect maintain, re-pair and operate electrical auxiliary generators.	C.5.25	Accomplish per procedure IAW schedule and Section C.	10% Lot is number of requests per month. All defects cured within _____.	100% Inspection	\$ _____

Reference, DA Pamphlet 715-15 Form 5473-R

## SECTION F

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### CONTRACT DELIVERY OR PERFORMANCE

1. General\_Information: This section is prepared by the PWS writer and the Contracting Officer in accordance with FAR Part 12. The requirements for time, place, and method of delivery or performance must be developed by the PWS writer.

2. Instructions:

a. The time of delivery or performance is an essential contract element and should be clearly stated in solicitations. Contracting Officers should ensure that delivery or performance schedules are realistic and meet the requirements of the acquisition. Schedules that are unreasonably tight or difficult to attain tend to restrict competition; are inconsistent with small business policies; and may result in higher contract prices.

b. Deliverables/reports should be identified in this section. They can be listed in the form of a schedule which lists the title, format, contract reference paragraph, frequency and number of copies required. (see para. 3e below).

3. Examples:

a. Term\_of\_Contract: The contract shall be in full effect for a period of (specify) year, starting (specify) or date of

award, whichever is later, and ending (specify), plus any extension of contract term exercised IAW option clauses contained in SECTION H and/or SECTION I.

b. Quality\_Control\_Plan: The Contractor shall deliver one revised copy of the quality control plan to the Contracting Officer NLT (specify) days after award and before contract start date. Comments made by the Contracting Officer will be included in the next revision of the applicable document or acceptable justification shall be provided for rejected comments.

c. Roof\_Inspection\_Plan: The Contractor shall prepare and submit a Roof Inspection Plan to the Contracting Officer within (specify) calendar days prior to start of the contract. The plan shall provide a program to accomplish all maintenance as specified. The Roof Inspection Plan shall be updated by the (specify) \_\_\_\_\_ day of each month thereafter, to indicate actual accomplishment. The plan will also include a schedule indicating projected and actual dates and locations of where services are performed. Whenever a deviation from an approved buildings and structures maintenance schedule is necessary, an updated schedule shall be submitted to the Contracting Officer for approval.

d. Daily\_Reports: The Contractor shall furnish a daily report in duplicate of work performed and the area in which the work was done. The daily report shall be delivered to the

Contracting Officer by (specify) \_\_\_\_\_ hours each Monday.

Negative reports shall be submitted when special situations such as locked gates, excessive rainfall, or military usage prevent work completion.

e. Deliverables\_Schedule: (Add appropriate paragraph reference from solicitation)

REQUIRED

PARAGRAPH_TITLE	FORMAT	DATE	FREQUENCY	DISTRIBUTION
Designation of Project Manager	Written Statement	NLT contract start date	Initially and upon change	Contracting officer
Quality Control Plan	Written Statement	NLT 5 days before contract start date	Initially and upon change	Contracting officer
Quality Control Report	Written Statement	Within 24 hours of occurrence	Daily	Contracting officer
Manhour report	Written Statement	NLT 5th workday of each month	Monthly	Contracting officer
Preventive Maintenance Schedule	Written Statement	NLT 5 days before contract start date	Initially and upon change	Contracting officer
Employee Listing	Written Statement	NLT 10 days after award of contract	Initially and upon change	Contracting officer
List of Equipment	Written Statement	With offer and 24 hours before a change	Initially and upon change	DPW Inspection Branch
Roof inspection schedule	Written Statement	NLT 5 days before contract start date	As required	DPW Inspection Branch

PARAGRAPH TITLE	FORMAT	DATE	FREQUENCY	DISTRIBUTION
Listing of work completed	Written Statement	NLT 8:30 a.m. on workday following completion	As required	DPW Inspection Branch

## SECTION G

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### CONTRACT ADMINISTRATION DATA

1. General\_Information: The Contracting Officer is responsible for including accounting and appropriation data and any required contract administration information or instructions other than those on the solicitation form (Standard Form 33). The PWS writer may include any special invoicing instructions.
2. Instructions: Include any special invoicing instructions applicable to the installation. Where multiple paying offices are used, inform the Contracting Officer of the correct paying office(s) who will make payment, or other appropriate payment data. Discounts offered in service contracts are often lost due to failure to provide the paying office approved invoices in the discount time frame. The above provision will allow the paying office the means to monitor payments due and aid all offices to insure such discounts can be taken when appropriate. PWS writers should also be aware that Public Law 97-177 (S.1131) requires procurement contracts to contain specific payment

deadlines and that bills be paid on time or pay a penalty (interest charge) computed as described in the Contract Disputes Act of 1978. Public Law 97-177 provides that, unless a different period is negotiated by the parties, payment will be due 30 days after receipt of the invoices.

NOTE\_TO\_WRITER: The Contracting Officer must be instructed not to approve invoices unless work has been accomplished satisfactorily. Failure to verify work prior to approving payment could result in the Contractor being paid for work either not done or done unsatisfactorily, with a further result that the Contracting Officer who approves payment could be held liable. It is important that the Contracting Officer carefully document a Contractor's performance. AGSCA Decision No. 22784 (August 13, 1981) found that where there is no evidence (lack of documentation) of quality assurance surveillance, the Government must give partial credit for satisfactory work with no deductions allowed; i.e., evaluators who keep track of daily progress must give credit for work satisfactorily performed, even if only partial.

3. Example: The following provision is highly recommended for all service contracts:

A Contractor shall submit an original and two (2) copies of all invoices directly to the paying office shown in block 27,

Standard Form 33 (SF 33). One additional copy shall be submitted to the Contracting Office shown in block 7, SF 33 and (specify) copy(s) shall be submitted to the Contracting Officer. All invoices shall reflect the contract number, any applicable work order number, and any applicable delivery order number. The original vendor copy for any reimbursable parts or material invoices shall be attached to the copy provided to the Contracting Officer. Each invoice shall be certified by the Contractor as being true, complete, and accurate. Additionally, each invoice containing reimbursable parts or material items shall have attached, or reflect disposition of, all parts or materials, and any credits to the Government for excess parts or materials not used on the specific job or project as approved by the Contracting Officer. CAUTION: Failure by Contractor to submit invoices as specified by DFAR Subpart 52.232-7000 may delay any payment due and shall be at the Contractor's own risk. Also, failure to provide each office with copies suitable for copying with a (specify type) copy machine may cause delay. Any delay, due to submission of incorrect invoices by the Contractor, shall be cause to adjust any period related to any discounts offered. The original copy, submitted to the paying office, shall govern computation of any discount period.



## SECTION H

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### SPECIAL CONTRACT REQUIREMENTS

1. General\_Information: SECTION H is the responsibility of the Contracting Officer and wording is not within the purview of the PWS writer. However, the PWS writer should consult with the Contracting Officer to determine if any special instructions are deemed necessary.

2. Instructions:

a. Include a clear statement of any special contract requirements that are not included in SECTION I, "Contract Clauses," or in other sections of the Uniform Contract Format. The writer should recommend inclusion of any special contract requirement from the General Tasks and Standards identified in SECTION C, if applicable.

b. Application of the Davis Bacon Act prescribed in memorandums dated 19 September 1985, issued by acquisition and logistics of the Secretary of Defense and 1 October 1985 from SAIL-D/P&CA, Office of Assistant Secretary of the Army should be followed.

3. Examples:

a. Option\_to\_Extend\_Contract\_Term: (Ref: FAR Subparts 52.217-1 through 52.217.9 and DFAR Subpart 52.217-7000).

NOTE\_TO\_WRITER: (Ref: Paragraph 4-11 a, AR 5-20)

Contract options must be included for a total of 5 years (e.g., not less than 6 months for fiscal year awarded plus 4 option years).

b. Contractor\_Responsibility,\_Work\_Levels\_I,\_II,\_and\_III:

All work should be firm and fixed-priced if adequate work history is available and description/specifications/work statements setting forth all work requirements can be written. Work Level III, defined as indefinite delivery, should not be used in such case.

(1) Level\_I: The Contractor shall perform all Level I work at the lump sum fixed-price (excluding parts and materials which will be reimbursed at actual cost).

(2) Level\_II: The Contractor shall perform all Level II work at the lump sum fixed-price established in the bid schedule. (All Level II parts and materials will be reimbursed at actual cost.) (Level II repair orders exceeding material costs must be approved by the Contracting Officer in advance.) Contractor initiated Level II work shall be submitted to the work control desk for review, prior to any work being performed if time permits, to verify that the repair will not conflict with other ongoing projects, planning, or exceed expenditure limits established by higher authority.

(3) Level\_III: The Contractor shall perform Level III

work only after there is an approval in writing by the Contracting Officer, except as specified for emergency work. If applicable, labor hours will be negotiated based on job standards at the unit prices established in the bid schedule. Preliminary estimates shall be provided if requested. The Government reserves the right to have this work done by others. The Government will reimburse the Contractor for the actual approved material cost. The approved material cost shall not be exceeded without the approval of the Contracting Officer.

## SECTION I

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### CONTRACT CLAUSES

#### NOTE\_TO\_WRITER:

a. The Contracting Officer is responsible for preparing SECTION I which includes the clauses required by law or by the FAR and any additional clauses in this section expected to apply to any resulting contract. These clauses are not required to be included in any other section of the uniform contract format.

b. The Corps of Engineers (COE) Contracting Officers use "package sets of contract clauses" (boilerplates) in their contracts. MACOM Contract Offices may or may not use this method. The PWS writer should determine those contract clauses which are normally included by the Contracting Officer and make recommendations for

any additional Uniform Contract Clause contained in the FAR or DOD, Army, and MACOM FAR supplements.

## SECTION J

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### LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

1. General\_Information: This section is prepared by the Contracting Officer after receiving copies of all technical exhibits and other documents from the PWS writer. This list should include title, date, and number of pages for each document, technical exhibit, and other attachments that make up the solicitation package.

2. Instructions: The PWS writer should consolidate technical exhibits or attachments wherever possible in order to preclude overlapping requirements. Tables and maps showing areas should be self-explanatory, if possible, and referenced to specific paragraphs in the solicitation package. The items listed in SECTION J should be attached to the solicitation package following SECTION M.

3. Examples: The following is a representative listing of documents. Sample Technical Exhibits are included in SECTION J of this guide for instructional purposes only. They are identified by an asterisk in front of the Technical Exhibit number listed below.

a. Technical\_Exhibits

REF.

Number	Ref Para	Title	Date	Pages
*1		Painting Workload Analysis	Dec 93	2
*2		Carpentry Workload Analysis	Dec 93	2
*3		Annual Inspection of Asphalt-Shingle Roofs	Dec 93	1
*4		Government-Furnished Property	Dec 93	1
*5		Maps and Drawings	Dec 93	1
*6		Summary of Required Reports/Submissions	Dec 93	1
7		Contract for Sale of Utility Services	Dec 93	1
8		Military Police - Motor Traffic Codes	Dec 93	10
9		Facility Engineer Work Clearance Form	Dec 93	1

b. References (Only list references that are included in the solicitation package.)

c. Documents (Only list documents that are included in the solicitation package.)

d. Attachments (Only list attachments that are included in the solicitation package.)

ANNUAL WORKLOAD ANALYSIS

Buildings and Structures Maintenance and Repair

Satisfactorily\_Accomplished\_SOs\_and\_IJOs:

The total number of SOs and IJOs accomplished during FY  
(specify) is not meant to represent the total workload a

Contractor would be required to perform during a year of contract performance. The number of SOs and IJOs in FY (specify) for Paint was (specify) SOs and (specify) IJOs. It should be understood that each SO and IJO may well have contained multiple tasks of the type described in the following schedule.

The workload shown in the following schedule detailing units, frequencies, and variance represents the tasks upon which the bid can be based.

LF = Linear Feet  
 SF = Square Feet  
 CY = Cubic Yards  
 SY = Square Yards

Code	Description	Total Annual Requirement	Annual Frequency	Annual Variance
PAINTING				
1	Door, Wood & Metal	20,903 SF	73	+/- 2 SF
2	Walls, Plaster	1,988 SF	826	+/- 3 SF
3	Frame, Window	2,680 SF	22	+/- 1 SF
4	Trim	27,720 SF	90	+/- 2 SF
5	Floor, Wood	5,362 SF	37	+/- 2 SF
6	Handrails	17,956 SF	42	+/- 2 SF
7	Stairs	4,406 SF	15	+/- 2 SF
8	Flag Poles	145 SF	3	+/- 0 SF
9	Light Post	1,635 SF	2	+/- 0 SF
10	Bleachers	1,400 SF	1	+/- 0 SF
11	Fences	5,175 SF	3	+/- 1 SF

The historical hours listed below are for information purposes

only; however, the Contractor must consider these factors as a requirement to accomplish the workload shown above.

--Travel Time (Historic time used to travel to and from job sites) (specify) hours

--Surety/Security Delay (Includes hours used for processing hazardous work permits, gaining entry to surety/security areas, alerts, obtaining protective clothing, extra time for working in protective clothing, decontamination of protective clothing and equipment, bagging and palletizing removed items, showers and return of protective clothing) (specify) hours

--Security, Surety and Safety Meetings and Gas Mask Inspections (specify) hours

--Historically (specify) % of the workload was performed outside normal duty hours. This percentage is provided for information purposes only.

#### TECHNICAL EXHIBIT 1 J-4

##### ANNUAL WORKLOAD ANALYSIS

##### Buildings and Structures Maintenance and Repair

Satisfactorily\_Accomplished\_SOs\_and\_IJOs: The total number of SOs and IJOs accomplished during FY (specify) is not meant to represent the total workload a Contractor would be required to perform during a year of contract performance. The number of SOs and IJOs in FY (specify) for Carpentry was (specify) SOs and (specify) IJOs. It should be understood that each SO and IJO

may well have contained multiple tasks of the type described in the following schedule.

The workload shown in the following schedule detailing units, frequencies and variance represents the tasks upon which the bid can be based.

LF = Linear Feet

SF = Square Feet

CY = Cubic Yard

SY = Square Yards

Code	Description	Unit - Avg Units per Freq	Annual Frequency	Annual Variance
CARPENTRY				
1	Caulking	28 LF	483	+/- 2 LF
2	Door, Repair	EA	630	+/- 3 EA
3	Underlayment	264 SF	182	+/- 2 SF
4	Install Signs	EA	259	+/- 5 EA
5	Floor Tile	175 SF	305	+/- 2 SF
6	Ceiling Repair	6 SF	315	+/- 5 SF
7	Repair Locks	EA	1,271	+/- 5 EA

The historical hours listed below are for information purposes only; however, the Contractor must consider these factors as a requirement to accomplish the workload shown above.

--Travel Time (Historic time used to travel to and from job sites) (specify) hours

--Surety/Security Delay (Includes hours used for processing hazardous work permits, gaining entry to surety/security areas,



alerts, obtaining protective clothing, extra time for working in protective clothing, decontamination of protective clothing and equipment, bagging and palletizing removed items, showers and return of protective clothing) (specify) hours

--Security, Surety and Safety Meetings and Gas Mask Inspections (specify) hours

--Historically (specify) % of the workload was performed outside normal duty hours. This percentage is provided for information purposes only.

## TECHNICAL EXHIBIT 2

### ANNUAL INSPECTION OF ASPHALT-SHINGLE ROOFS

Note: Asphalt-shingle roofs should never be walked upon

directly. When it is necessary to get on a roof, ladders or boards with cleats nailed to them should be used to distribute the weight.

BUILDING NO. \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

Asphalt Shingles

General Appearance: Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Water Tightness: No leaks \_\_\_\_\_ Leaks with long-continued rain  
\_\_\_\_\_ Leaks every rain \_\_\_\_\_

Reported Cause of Leaks: Weathering of shingles \_\_\_\_\_

Faulty material \_\_\_\_\_ Faulty design \_\_\_\_\_ Wind Damage \_\_\_\_\_

Faulty application: a. Nailed too high \_\_\_\_\_ b. Too few nails  
\_\_\_\_\_ c. Exposure too great \_\_\_\_\_

Hail damage \_\_\_\_ Traffic on roof \_\_\_\_ Other mechanical damages  
(describe)

\_\_\_\_\_  
Failure of flashings \_\_\_\_ Where  
\_\_\_\_ Other causes (describe)  
\_\_\_\_\_

Condition\_of\_Shingles: Apparently unchanged \_\_\_\_ Buckled \_\_\_\_  
Blistered \_\_\_\_ Loss of Granules: Slight \_\_\_\_ Medium \_\_\_\_  
Severe (bare areas) \_\_\_\_ Curled \_\_\_\_ Tabs Missing \_\_\_\_  
Asphalt coating damaged (hail, etc.) \_\_\_\_ Coating alligatored or  
cracked \_\_\_\_  
Other defects (describe)

\_\_\_\_\_  
\_\_\_\_\_  
General\_Condition\_of\_Asphalt-Shingle\_Roof: \_\_\_\_\_

\_\_\_\_\_  
Treatment\_Recommended: \_\_\_\_\_  
\_\_\_\_\_

Flashings: (Describe condition if defective)

Chimney flashings: Satisfactory \_\_\_\_ Defective \_\_\_\_

Wall flashings: Satisfactory \_\_\_\_ Defective \_\_\_\_

Ridge flashings: Satisfactory \_\_\_\_ Defective \_\_\_\_

Vent flashings: Satisfactory \_\_\_\_ Defective \_\_\_\_

Valley flashings: Satisfactory \_\_\_\_ Defective \_\_\_\_

Edge flashings:                      Satisfactory \_\_\_\_ Defective \_\_\_\_

Drainage\_System:    (Describe condition if defective) Gutters:

                    Satisfactory \_\_\_\_ Defective \_\_\_\_

Downspouts:                      Satisfactory \_\_\_\_ Defective \_\_\_\_

Treatment\_Recommended:

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### TECHNICAL EXHIBIT 3

#### GOVERNMENT-FURNISHED\_PROPERTY

NOTE\_TO\_WRITER:    List all facilities that are to be provided to the Contractor.    Provide descriptive characteristics and provide simple drawings of each facility showing Contractor areas, areas retained for use by the Government, etc.    List all equipment and materials that will be provided to the Contractor.    Provide descriptive characteristics including manufacturer, model, type, age, condition, size or capacity, etc.; and provide specific equipment maintenance requirements, if any, beyond the general requirements specified in SECTION C.    Materials that are to be provided should be identified by generic name, Federal or commercial specification, and quantities of issue.    Indicate how it is to be provided to the Contractor, i.e., Contractor pick-up or Government delivery to Contractor site.

#### GOVERNMENT-FURNISHED\_PROPERTY

##### 1.   Facilities:

Building	Sq._Ft.	Use
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1	209	Warehouse
2	1,751	Admin/Maint
3	195	Admin
4	65	Storage

2. Equipment:

Type	Manufacturer	Capacity	Quantity	Location
Generator	Cummings	200 KW	1	Bldg 2
Furnace	Rheems	10,000 BTU	2	Bldg 1,3
Space heater	Rheems	5,000 BTU	1	Bldg 4

LIST\_OF\_MAPS/DRAWINGS

NOTE\_TO\_WRITER: Include site plan drawing(s) that show all activity buildings, housing area(s), recreation facilities, and other areas where the Contractor is to provide service. Maps and drawings are property of the Government and shall not be used for any other purpose other than that specified. After award (specify) sets of maps/drawings will be furnished to the Contractor without charge.

SECTION K

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REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS

1. Information: The Contracting Officer is responsible for preparing SECTION K. Included in this section are those

solicitation provisions that require representation, certifications, or the submission of other information by bidders.

NOTE\_TO\_WRITER: The PWS writer should recommend any special certification requirements required from a Contractor. If no special certification requirements exist, then omit.

2. Instructions: FAR Part 9 establishes minimum standards for Contractors. Those Contractors not meeting these standards cannot be awarded a contract.

3. Example: A provision similar to this is recommended:

Certification\_of\_Responsibility: The bidder hereby certifies per FAR Subpart 9.105 (ii) that he (does) (does not) meet minimum standards of responsibility under FAR Subpart 9.104-1 i.e., he has (a) adequate financial resources; (b) he has the ability to comply with the performance schedule; (c) he has a satisfactory record of performance including quality; (d) he has a satisfactory record of integrity; (e) he is otherwise qualified and eligible to receive an award under applicable laws and regulations; and (f) he has the necessary organization, experience, operational control, technical skills, equipment, and facilities or existing commitments and arrangements to obtain them.

## SECTION L

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### INSTRUCTION, CONDITIONS AND NOTICES TO BIDDERS

1. General\_Information: The Contracting Officer is responsible for preparing SECTION L. This section will contain provisions and other information and instructions not required elsewhere to guide bidders. Provisions that are incorporated by reference shall be included in this section (see FAR Subpart 52.102-1(c). Invitations shall include the time and place for bid openings, and shall advise bidders that bids will be evaluated without discussions

(see FAR Subpart 52.214-10).

2. Instructions: The writer should provide the Contracting Officer with any recommendations for special instructions, conditions, and notices to bidders not required elsewhere, which will affect preparation and submission of his bid. The following should be brought to the bidder's specific attention:

a. Directions for obtaining copies of any documents such as plans, drawings, and specifications that have been incorporated by reference.

b. Any requirements for samples or descriptive literature.

c. Instructions with respect to disposition of drawings and specifications supplied with the request for proposals or request for quotations.

- d. Statutory cost limitation, if any.
- e. A statement covering special technical capabilities that the offerer must possess.
- f. Bid conference dates, times, locations, etc.
- g. If a utilities contract is included, instructions to complete, sign, and return with the bid.
- h. Instructions to submit technical proposals in severable parts to meet agency requirements to include:
  - (1) Separation of technical and cost or pricing data.
  - (2) Further organization of proposal or quotation parts.

## SECTION M

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### EVALUATION FACTORS FOR AWARD

- 1. General\_Information: The Contracting Officer is responsible for SECTION M. This section identifies the price related factors, other than the bid price that will be considered in evaluating bids and awarding the contract (see FAR Subpart 14.201-8).
- 2. Instructions: The PWS writer should provide the following type of information to the Contracting Officer if appropriate:
  - a. Factors other than price (including technical proposals or quotations requested), which will be given paramount consideration in the awarding of the contract, when an award is

to be based upon technical and other factors. In addition to price or cost, the solicitation must clearly inform bidders of one (1) the significant evaluation factors, and two (2) the relative order of importance the Government attaches to price and all related factors. Numerical weights, which may be employed in the evaluation of proposals, must not be disclosed in solicitations.

b. Statements of information required to enable evaluation of technical and financial capabilities.

c. Any information pertaining to evaluation and award when first article approval is involved (Ref: FAR Subpart 9.3).

d. Identification of special factors, such as Government costs or other expenditures, including reliability and maintainability requirements, which must be considered in the evaluation of proposals or quotations.

NOTE\_TO\_WRITER: Unsatisfactory Contractor performance can often be prevented by a proper technical evaluation.



